

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

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



## FULL COUNCIL AGENDA

### To: All Members of Gainsborough Town Council:

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

**NOTICE IS HEREBY GIVEN** and **Members are summoned to attend** a meeting of Gainsborough Town Council to be held on **Tuesday 3 February 2026 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

### FC26/154 Apologies for Absence

To note apologies for absence.

### FC26/155 Declarations of Interest

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

### FC26/156 Dispensation Requests

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

**FC26/157 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.

**FC26/158 Minutes of the Previous Meeting**

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

**Paper A** Tuesday 6 January 2026 (pages 5 to 8)

**Paper B** Tuesday 13 January 2026 (pages 9 to 11)

**FC26/159 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 9 January 2026 **Paper C** (pages 12 to 14)
- ii. Property and Services Committee, Tuesday 13 January 2026 **Paper D** (pages 15 to 18)
- iii. Personnel Committee, Wednesday 14 January 2026 **Paper E** (pages 19 to 22)
- iv. Neighbourhood Plan Working Group, Thursday 15 January 2026 **Paper F** (pages 23 to 26)
- v. Community Emergency Plan Working Group, Tuesday 20 January 2026 **Paper G** (pages 27 to 30)
- vi. Planning Committee, Tuesday 20 January 2026 **Paper H** (pages 31 to 35)
- vii. Asset Transfer Working Group, Wednesday 21 January 2026 **Paper I** (pages 36 to 38)
- viii. Finance and Strategy Committee, Tuesday 27 January 2026 **Paper J** (pages 39 to 44)

**FC26/160 Announcements**

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper K** (pages 45 to 79)

**FC26/161 Committee Vacancies**

To consider making appointments to vacancies on committees.

- i. Personnel Committee, one vacancy

**FC26/162 Recommendation made by Committee**

To consider the following recommendation from Property and Services Committee meeting held on 13 January 2026 (PS26/071 Richmond House Guttering):

**RESOLVED:** To RECOMMEND to FULL COUNCIL approval of the quotation submitted by T.G. Sowerby Developments Ltd for the replacement of approximately 40 meters of guttering and 18 meters of downpipe to the front and

two sides of Richmond House, at a cost of £10,760.00 + VAT, to be funded from General Reserves.

**FC26/163 Recommendation made by Committee**

To consider the following recommendation from Personnel Committee meeting held on 14 January 2026 (PC26/045 Neonatal Care Leave Policy):

**RESOLVED:** To RECOMMEND to FULL COUNCIL to adopt a Neonatal Care Leave Policy.

**Paper L** (pages 80 to 85)

**FC26/164 Recommendation made by Committee**

To consider the following recommendation from Asset Transfer Task & Finish Group meeting held on Wednesday 21 January 2026 (AT26/016 WLDC Property and Asset Review)

**RESOLVED:** To RECOMMEND to FULL COUNCIL that conversations commence with West Lindsey District Council to explore, in principle, the transfer of the following sites:

**Operational**

- Marshalls Sports Ground – Building and Land
- Levellings
- Richmond House and Gardens
- Roses Sports Ground – Building and Land

**Possible Future Operational**

- Cox's Hill Nursery Site
- General Cemetery Land
- Queensfield Playing Field
- Richmond House Lodge

**Protection of Public Green Spaces**

- Land at Ashcroft Road (Play Park)
- Baltic Mill Land
- Whitton Gardens
- Caskgate Street Land (Former Guildhall site)
- Corringham Road (The Gap)

**Paper M** (pages 86 to 89)

**FC26/165 Recommendation made by Committee**

To consider the following recommendation from Finance and Strategy Committee meeting held on Tuesday 27 January 2026 (FS26/139 Councillor Laptop Use & Return Agreement)

**RESOLVED:** To RECOMMEND TO FULL COUNCIL the adoption of the Councillor Laptop Use & Return Agreement.

**Paper N** (pages 90 to 94)

**FC26/166 Richmond House Condition Report and Feasibility Study**

To consider working jointly with WLDC to commission a condition survey and feasibility study carried to for Richmond House and the surrounding Park.

**Paper O** (pages 95 to 107)

**FC26/167 Annual Civic Service Date**

To consider booking All Saints Parish Church on an annual basis for the third Sunday of September for the annual Civic Service.

**FC26/168 Annual Town Meeting**

To consider and agree invitees to present at the Annual Town Meeting.

**Paper P** (pages 108 to 110)

**FC26/169 Local Government Reorganisation**

To consider any recent updates.

**FC26/170 Correspondence**

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

**Paper Q** (pages 111 to 112)

**FC26/171 Items for Notification**

- i. Debt Write Off

**FC26/172 Time and Date of Next Meeting**

To note the date and time of the next Full Council meeting is scheduled for Tuesday 3 March 2026 at 6:30pm.

Rachel Allbones  
Town Clerk  
Richmond House  
Gainsborough

Friday, 30 January 2026

# PAPER A

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 6 January 2026** at **6:57pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Caz Davies (Chair)

Councillor Sheila Bibb  
Councillor Nicholas Coxon  
Councillor David Dobbie  
Councillor Paul Key  
Councillor Glenn Puxty  
Councillor Kenneth Woolley –  
arrived at 7:11pm.

Councillor Stephen Blogg  
Councillor Michael Devine  
Councillor Richard Doy  
Councillor Douglas Owles  
Councillor Richard Thompson

**In Attendance:**

Rachel Allbones  
Sean Alcock

Town Clerk  
Operations Manager

### FC26/141 Apologies for Absence

Apologies were received from Councillors Binns, Bowler, Craig, Dannatt.  
Councillor Woolley would be late due to dealing with Council business.

### FC26/142 Declarations of Interest

No declarations of interest were declared.

### FC26/143 Dispensation Requests

No dispensation requests were made.

### FC26/144 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

### FC26/145 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Council meeting held on Tuesday 2 December 2025 be approved as a as a true and accurate record and signed by the Chair.

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

### FC26/146 Committee Meeting Minutes (Papers B - E)

- i. Community Emergency Plan Working Group, Friday 28 November 2025

Initialled:

- ii. Asset Transfer Working Group, Thursday 4 December 2025
- iii. Finance and Strategy Committee, Tuesday 16 December 2025
- iv. Planning Committee, Wednesday 17 December 2025

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

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

#### **FC26/147 Announcements (Paper F)**

- i. Chair of Council

No update received.

- ii. Leader of Council

The Leader updated Members on recent events attended.

- iii. Representatives on Outside Bodies

No announcements.

Note: Councillor Woolley arrived at the meeting at 7:11pm.

- iv. Town Clerk

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

#### **FC26/148 Recommendations made by Committee (Paper G)**

Finance and Strategy Committee held 16 December 2025 (FS26/114 Draft 2026 / 2027 Budget)

Note: Councillor Woolley left the meeting.

**RESOLVED:** to **RECOMMEND to FULL COUNCIL** the draft proposed budget for 2026/27 with a precept of £748,220 which equates to a 3.69% increase.

At the request of Councillor Dobbie a recorded vote was taken as follows: -  
For: Councillors Bibb, Coxon, Davies, Devine, Key, Owles, Puxty, Thompson  
Against: Councillors Dobbie, Doy  
Abstained: Councillor Blogg

**RESOLVED:** to approve the draft proposed budget for 2026/27 with a precept of £748,220 which equates to a 4.72% increase (following revised Tax Base from WLDC).

#### **FC26/149 Recommendations made by Committee**

Finance and Strategy Committee held 16 December 2025 (FS26/124 Richmond House Conservatory Removal)

**RESOLVED:** to approve the tender submitted by T.G. Sowerby Developments Ltd at the maximum cost of £34,750, having achieved the highest overall score and represents the best balance of quality, compliance and value for money.

#### **FC26/150 Local Government Reorganisation (Paper H)**

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

**FC26/151 Correspondence (Paper I)**

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

**FC26/152 Items for Notification**

- i. Debt Write Off

**FC26/153 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the next Full Council meeting scheduled for Tuesday 3 February 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:39pm.

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

# PAPER B

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## DRAFT FULL COUNCIL MINUTES

Minutes of the Extraordinary Town Council meeting held on **Tuesday 13 January 2026** at **6:00pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Caz Davies (Chair)

Councillor Sheila Bibb  
Councillor Stephen Blogg  
Councillor Richard Craig  
Councillor Michael Devine  
Councillor Richard Doy  
Councillor Paul Key  
Councillor Kenneth Woolley

Councillor Mark Binns  
Councillor Nicholas Coxon  
Councillor Dennis Dannatt  
Councillor David Dobbie  
Councillor Paul Hooton  
Councillor Glenn Puxty

**In Attendance:**

Rachel Allbones  
Sean Alcock

Town Clerk  
Operations Manager

### FC26/154 Apologies for Absence

Apologies were received from Councillors Bowler, Owles.

### FC26/155 Declarations of Interest

No declarations of interest were declared.

### FC26/156 Chair of the Council

**RESOLVED:** to elect Councillor Woolley Chair and Town Mayor for the remainder of 2025-26 municipal year.

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

Councillor Woolley signed and read out the Declaration of Acceptance of Office which was also signed before the Proper Officer and took the Chair.

### FC26/157 Vice Chair of the Council

N/A

### FC26/158 2025 / 26 Civic Service

**RESOLVED:** To proceed with the Civic Service, organised for Sunday 8 February 2026.

Initialled:

**FC26/159 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the next Full Council meeting scheduled for Tuesday 3 February 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:14pm.

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

DRAFT

# PAPER C

# 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 9 January 2026** at **10:30am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Paul Hooton (Chair)  
Councillor Sheila Bibb Councillor Paul Key  
Councillor Richard Thompson

**In Attendance:**  
Rachel Allbones Town Clerk  
Sean Alcock Operations Manager

**Also Present:** Kimberley Picket, Community Resilience Coordinator for Lincolnshire  
Chair of Lea Parish Council  
Chair of Corringham Parish Council

### **EP26/012 Apologies for Absence**

Apologies for absence were received from Councillor Owles and the Communities Officer.

### **EP26/013 Declarations of Interest**

No declarations of interest were received.

### **EP26/014 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Community Emergency Plan Working Group meeting held on Friday 28 November 2025 be approved as a as a true and accurate record and signed by the Chair.

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

### **EP26/015 Community Emergency Plan**

Members received a presentation from Kimberley Picket, Community Resilience Coordinator for Lincolnshire.

Key points noted were as follows:

- The importance of involving the community in building the Community Emergency Plan.

Initialled:

Community Emergency Plan Working Group minutes 2025-26

- Due to the size of the town, each parish ward should identify two Places of Safety and appoint a Deputy Lead for each ward.
- Considerations when identifying Places of Safety should include parking availability and accessibility for people with disabilities.
- In the event of a major incident, Places of Safety would become Rest Centres, with emergency services taking over responsibility from the Community Emergency Response Team (CERT).
- All CERT members named in the plan will be covered by the Community Resilience Forum indemnity insurance once the plan is activated and members are acting in a CERT capacity.
- Members should consider setting up a WhatsApp group for CERT members to aid communication.
- The Community Resilience Forum will offer training once the plan is in place, including First Aid, Mental Health First Aid, Health and Safety, and Registration of Places of Safety.
- When considering vulnerable people in the community, attention should be given to nursing homes, primary schools, nurseries, and individuals (by street name only, not property numbers).
- Recruitment of a diverse range of CERT members was encouraged, including local farmers, tree surgeons, individuals who work with people with learning disabilities, and those with first aid training.

Kimberley Pickett also advised that she produces a monthly newsletter and hosts an annual conference, which members are welcome to attend.

**EP26/016 Community Emergency Plan (Paper B - E)**

Members agreed to defer until the next meeting.

**EP26/017 Time and Date of Next Meeting**

**RESOLVED:** That the next meeting be held on Tuesday 20 January 2026 at 11:00am at Richmond House, Morton Terrace.

The meeting closed at 12:08pm.

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

# PAPER D

# Gainsborough Town Council

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## DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 13 January 2026** 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 Richard Craig  
Councillor Paul Hooton  
Councillor Richard Thompson

Councillor Nicholas Coxon  
Councillor Caz Davies  
Councillor Paul Key  
Councillor Kenneth Woolley

**In Attendance:**

Rachel Allbones  
Sean Alcock

Town Clerk  
Operations Manager

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

### PS26/059 Apologies for Absence

Apologies were received from Councillor Bowler and the Communities Officer.

### PS26/060 Declarations of Interest

Councillor Coxon declared a personal interest in agenda item PS26/072 as he knows a company that provided a quotation.

### PS26/061 Dispensation Requests

No dispensation requests were received.

### PS26/062 Items for Exclusion of Public and Press

**RESOLVED:** To exclude the public and press from items PS26/066, PS26/070, PS26/071, PS26/072 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1(2), due to the confidential nature of the business to be discussed.

### PS26/063 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** That the minutes of the Property and Services Committee meeting held on Tuesday 11 November 2025 be approved as a as a true and accurate record and signed by the Chair.

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

Initialled:

Property and Services Committee minutes 2025-26

**PS26/064 Allotment Tenancy Breach Policy Review (Paper B)**

**RESOLVED:** To adopt the updated Allotment Tenancy Breach Policy.

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

**PS26/065 Keeping Animals on Allotments Policy Review (Paper C)**

**RESOLVED:** To adopt the updated Keeping Animals on Allotments Policy.

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

**PS26/066 Allotment – Right to Appeal Extension (Paper D)**

Note: Councillor Thompson arrived at the meeting at 6:55pm.

**RESOLVED:** To uphold the Council's Tenancy Breach Policy and decline the request to submit an appeal following a second breach and Notice to Quit, outside the prescribed timeframe.

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

**PS26/067 Report on grants to the Council from external bodies (Paper E)**

**RESOLVED:** To note the report on grants to the Council from external bodies and approve removal of projects 3.3, 3.4 and 3.6.

Note: The Committee expressed thanks to the Communities Officer for their hard work.

**PS26/068 Christmas Lights Festival 2025 & 2026**

**RESOLVED:** To defer the discussion until after the meeting with West Lindsey District Council on Monday 19 January 2026.

**PS26/069 Christmas Lights Scheme for 2026 onwards (Paper F)**

**RESOLVED:** To explore re-using existing Council-owned lighting, subject to full electrical and structural testing, certification, and any required refurbishment, and report back to Committee.

**PS26/070 Parish Agreement Grass Verge Cutting 2026/27 (Paper G)**

**RESOLVED:** To approve extension of 2025/26 parish grass verge cutting contract with Glendale for 2026/27 at a cost of £1,573.66 per cut +VAT.

**PS26/071 Richmond House Guttering (Paper H)**

**RESOLVED:** To RECOMMEND to FULL COUNCIL approval of the quotation submitted by T.G. Sowerby Developments Ltd for the replacement of approximately 40 meters of guttering and 18 meters of downpipe to the front and two sides of Richmond House, at a cost of £10,760.00 + VAT, to be funded from General Reserves.

**PS26/072 Richmond House Rear Entrance (Paper I)**

**RESOLVED:** To approve the quotation submitted by Gainsborough Building Services to resolve damp issue at the rear entrance of Richmond House, at a cost of £5,300 + VAT, funded from budgets 12000/11 and 12000/12.

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

**PS26/073 Richmond House Condition Report (Paper J)**

**RESOLVED:** That Members agree to allow the Town Clerk to continue working with West Lindsey District Council to explore and progress the commissioning an updated condition survey and feasibility study for Richmond House, with any future financial commitments to be subject to further Committee approval.

**PS26/074 Items for Notification**

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

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

**PS26/075 Time and Date of Next Meeting**

**RESOLVED:** To **NOTE** the next Property and Services Committee is scheduled for Tuesday 10 March 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:52pm.

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

PAPER E

# Gainsborough Town Council

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## DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 14 January 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:**

|                                  |                         |
|----------------------------------|-------------------------|
| Councillor Richard Craig (Chair) |                         |
| Councillor Sheila Bibb           | Councillor Nigel Bowler |
| Councillor Dennis Dannatt        | Councillor Paul Hooton  |
| Councillor Paul Key              | Councillor Doug Owles   |
| Councillor Kenneth Woolley       |                         |

**In Attendance:**

|                 |                    |
|-----------------|--------------------|
| Rachel Allbones | Town Clerk         |
| Sean Alcock     | Operations Manager |

### PC26/038 Apologies for Absence

No apologies were received.

### PC26/039 Declarations of Interest

No declarations of interest were made.

### PC26/040 Dispensation Requests

No dispensation requests were received.

### PC26/041 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from items PC26/047, PC26/048 and PC26/049 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PC26/042 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 Craig abstained from voting on the above resolution.

### PC26/043 Lincolnshire Pension Fund (Paper B)

**RESOLVED:** To note the draft Lincolnshire Pension Fund 2025 valuation results

and proposed contribution rates from 1 April 2026 and approve the contribution rate of 19.2% for the next three years.

**PC26/044 HR Audit December 2025 (Paper C)**

**RESOLVED:** To note the HR compliance report from the Council's HR adviser, and certification gained.

**PC26/045 Neonatal Care Leave Policy (Paper D)**

**RESOLVED:** To RECOMMEND to FULL COUNCIL to adopt a Neonatal Care Leave Policy.

**PC26/046 Marshalls Cleaning Provision (Paper E)**

**RESOLVED:** To extend current arrangement with Office Maid until 31 March 2027, then reevaluate.

**PC26/047 Caretaker Provision (Paper F)**

**RESOLVED:** That consideration of Caretaker Provision be deferred until the next meeting, pending receipt of a report addressing the following:

- i. Opportunities for generating additional income
- ii. Lost revenue arising from declined bookings
- iii. Whether the Office Maid could undertake spot checks between bookings and potentially open the building for one-off bookings
- iv. The feasibility of a job-share arrangement, up to a total of 40 hours
- v. The feasibility of employing two Caretakers, with a combined total of up to 40 hours
- vi. For items (iv) and (v), a quantification of hours required

**PC26/048 Staff Sickness Absence and Leave (Paper G)**

**RESOLVED:** To note the sickness absence and holiday report.

**PC26/049 Annual Staff Appraisals (Paper H)**

**RESOLVED:** To note the outcomes of the recent annual staff appraisals.

**PC26/050 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

**PC26/051 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the next Personnel Committee meeting scheduled for Wednesday 11 March 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:21pm.

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 NEIGHBOURHOOD PLAN WORKING GROUP MINUTES

Minutes of the Neighbourhood Plan Working Group meeting held on **Thursday 15 January 2026** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Sheila Bibb (Chair)

Councillor Richard Craig

Councillor Paul Key

Councillor Doug Owles

Mr Barry Coward – arrived at the meeting at 10:22am.

**In Attendance:**

Rachel Allbones

Natasha Gardener

Town Clerk & Responsible Finance Officer

Assistant Clerk

**Also Present:**

Helen Metcalfe – Planning With People

Sam Brightman – Member of the public

Barry Rooks – Together Initiative Lead & Member of the public

John Lydon – Greener Gainsborough, Men Shed & Member of the public

John Rodgers - Member of the public

### NP26/010 Introductions

Those present introduced themselves.

### NP26/011 Apologies for Absence

Apologies were received from Councillors D Dobbie and K Woolley.

### NP26/012 Declarations of Interest

No declarations of interest were received.

### NP26/013 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** That the minutes of the Neighbourhood Plan Working Group meeting held on Thursday 30 October 2025 be approved as a as a true and accurate record and signed by the Chair.

### NP26/014 Membership of Community Members

**RESOLVED:**

To **APPOINT** the following as third-party community members to the Working Group:

Initialled:

Neighbourhood Plan Working Group minutes 2025-26

- John Rodgers
- John Lydon
- Barry Rooks
- Sam Brightman

## **NP26/015 Gainsborough Neighbourhood Plan**

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

The Plan can be viewed at:

<https://www.west-lindsey.gov.uk/planning-building-control/planning/neighbourhood-planning/all-neighbourhood-plans-west-lindsey/gainsborough-town-neighbourhood-plan>

## **NP26/016 Planning with People**

Helen Metcalfe provided a review of the Neighbourhood Plan process from 2016 through to the adoption of the Plan.

Helen outlined what is required to undertake a review of the Plan. It was agreed that the STEP Project should be included in the review.

- i. What's changed since 2019 – where does the NP now seem out of step?
- ii. Review of community issues set out in the NP and update
- iii. High level review of each policy and aspiration
- iv. Agree scope of review and implications re draft National Planning Policy Framework
- v. Next steps – funding, timescales, organisation of steering group

### **Agreed Review Groups:**

#### **Town Centre & Riverside Group**

Councillors Craig and Owles

#### **Green Spaces Group**

Councillor Bibb, John Lydon and Barry Rooks

#### **New Developments Group**

John Rodgers

#### **Transportation Group**

Barry Coward and John Rodgers

#### **Employment Group**

Sam Brightman and John Rodgers

#### **Heritage, Leisure & Tourism Group**

Councillor Key, Barry Coward and Barry Rooks

#### **Community Facilities Group**

Councillors Craig and Key, Sam Brightman and John Lydon

It was also suggested that under-used West Lindsey District Council and Lincolnshire County Council assets should be reviewed as part of the process.

## NP26/017 Time and Date of Next Meeting

**RESOLVED:** the date and time of the next Neighbourhood Plan Working Group meeting will be held on Thursday 19 February 2026 at 10:00am at Richmond House, Morton Terrace.

The meeting closed at 11:42am.

Some members of the working group went on a walk about following the meeting.

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

DRAFT

# PAPER G

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## **DRAFT COMMUNITY EMERGENCY PLAN WORKING GROUP MINUTES**

Minutes of the Community Emergency Plan Working Group meeting held on **Tuesday 20 January 2026** 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 Paul Key (arrived at the meeting at 11:20am).

**In Attendance:**  
 Rachel Allbones  
 Amanda Clarke  
 Town Clerk  
 Communities Officer

### **EP26/018 Apologies for Absence**

Apologies for absence were received from Councillor K Woolley.

### **EP26/019 Declarations of Interest**

No declarations of interest were received.

### **EP26/020 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Community Emergency Plan Working Group meeting held on Friday 9 January 2026 be approved as a as a true and accurate record and signed by the Chair.

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

### **EP26/021 Community Emergency Plan (Paper B - E)**

It was agreed that the Community Emergency Plan would be split into the four wards of Gainsborough: Trent, Hill, North West and North East.

A **Deputy CERT Leader** would be appointed for each ward.

- Councillor Owles to be allocated **Trent Ward**
- Councillor Key to be allocated **North West Ward**

### **Places of Safety**

Potential Places of Safety were identified for each ward. The Communities Officer was requested to contact each venue to confirm whether they could be used and to establish details regarding capacity, accessibility, if they would allow pets and availability of tea/coffee making facilities.

Initialled:

Community Emergency Plan Working Group minutes 2025-26

### **Hill Ward**

- Marshalls Sports Ground
- Park Springs Community Centre

### **Trent Ward**

- X Church
- St Stephens Church

### **North West Ward**

- Roses Sports Ground (The Venue)
- Love Lane Scout Hut
- St Paul's Church

### **North East Ward**

- West Lindsey Leisure Centre
- The Gainsborough Academy

### **Hazards Identified**

**Natural Hazards** - events caused by natural processes.

- Floods
- Storms
- Extreme heat or cold

**Accidental Hazards** - events caused by human activities.

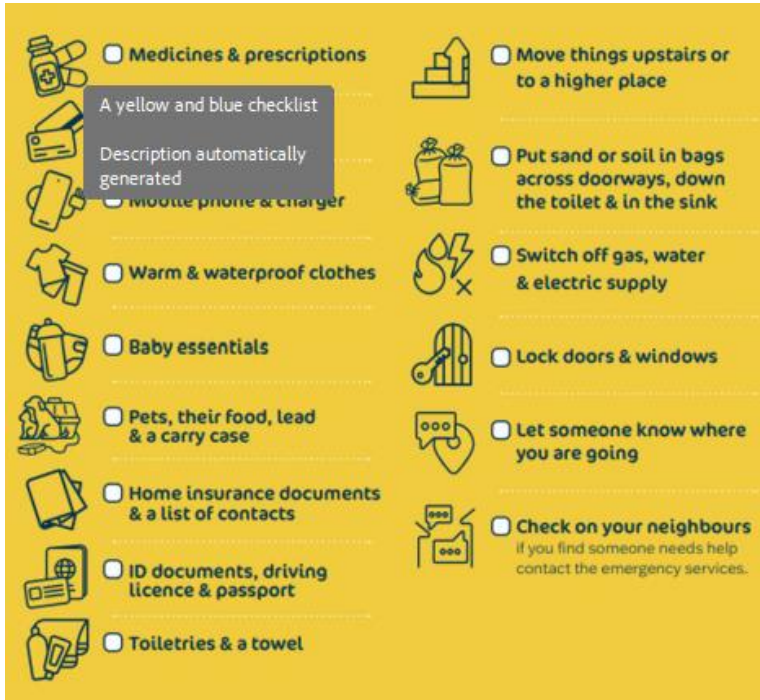
- Electricity blackout / power outage
- Bridge collapse
- Railway accidents
- Gas explosions / leaks (petrol stations, nodding donkeys, lgas)
- Terrorism

**Health Related Hazards** - threats to human health and well-being.

- Chemical releases

### **Actions for Communities Officer:**

- Create a checklist for anyone being removed from their home.
- Identify vulnerable people in the community
- Email all councillors regarding vacant Deputy CERT Lead positions
- Email Lincs fire and rescue regarding factory hazards and hazards in general



## EP26/022 Time and Date of Next Meeting

**RESOLVED:** That the next meeting be held on Tuesday 10 February 2026 at 10:00am at Richmond House, Morton Terrace.

The meeting closed at 12:40pm.

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

# PAPER H

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 20 January 2026** at **6:30pm** in the reading room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Paul Hooton (Chair)

Councillor Mark Binns  
Councillor David Dobbie  
Councillor Doug Owles  
Councillor Richard Thompson

Councillor Stephen Blogg  
Councillor Paul Key  
Councillor Glenn Puxty

**In Attendance:**

Natasha Gardener

Assistant Clerk

### PL26/172 Apologies for Absence

Apologies for absence were received from Councillor K Woolley.

### PL26/173 Vice Chair

**RESOLVED:** To appoint Councillor Puxty as Vice Chair for the Planning Committee.

### PL26/174 Declarations of Interest

Councillor Dobbie declared an interest in items PL26/178 and PL26/179 due to being a West Lindsey District Councillor and it being West Lindsey District Council owned land.

Councillor Key declared a personal interest in item PL26/185 as he had been in communication with a neighbouring resident to the property.

### PL26/175 Dispensation Requests

No dispensation requests were received.

### PL26/176 Items for Exclusion of Public and Press

No items for exclusion of public and press.

### PL26/177 Minutes of the Previous Meeting

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

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

**PL26/178 Planning Application**

**Application Ref No: WL/2026/00025** (received 09/01/26) any observations to make on the application, please make them by 09/02/2026

Proposal: Planning application for stabilisation and repair works to a curtilage listed boundary wall.

Location: Trinity Arts Centre, Trinity Street, Gainsborough

**RESOLVED:** to support the application.

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

**PL26/179 Planning Application**

**Application Ref No: WL/2025/00026** (received 09/01/26) any observations to make on the application, please make them by 09/02/2026

Proposal: Listed building consent for stabilisation and repair works to a curtilage listed boundary wall.

Location: Trinity Arts Centre, Trinity Street, Gainsborough

**RESOLVED:** to support the application.

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

**PL26/180 Planning Application**

**Application Ref No: WL/2026/00033** (received 13/01/26) any observations to make on the application, please make them by 16/02/2026

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

Location: Land Adjacent Old Filling Station, Heapham Road, Gainsborough

**RESOLVED:** to support the application.

**PL26/181 Decision Notice (Paper B)**

**Application Ref No: WL/2025/01139 REFUSED** (Delegated)

Proposal: Planning application to erect boundary fence, brick built pillars and gate to the front of property.

Location: 15 Spring Gardens, Gainsborough

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

**PL26/182 Decision Notice (Paper C)**

**Application Ref No: WL/2025/01118 GRANTED** (Delegated)

Proposal: Planning application for proposed garden room and removal of old shed/outbuilding.

Location: 276 Lea Road, Gainsborough

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

**PL26/183 Decision Notice (Paper D)**

**Application Ref No: WL/2025/01084 GRANTED** (Delegated)

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

Location: A156 Lea Road / Foxby Hill Roundabout, Gainsborough

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

**PL26/184 Decision Notice (Paper E)**

**Application Ref No: WL/2025/01070 GRANTED** (Delegated)

Proposal: Planning application for proposed rear and side extension for a café.

Location: 3-15 Lea Road, Gainsborough

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

**PL26/185 Decision Notice (Paper F)**

**Application Ref No: WL/2025/01091 GRANTED** (Delegated)

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

Location: 22 Oak Tree Avenue, Gainsborough

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

**PL26/186 Decision Notice (Paper G)**

**Application Ref No: WL/2025/01126 GRANTED** (Delegated)

Proposal: Listed building consent for the installation of an electric vehicle (EV) charger unit and replacement of highway boundary wall.

Location: 12 Morton Terrace, Gainsborough

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

**PL26/187 Decision Notice (Paper H)**

**Application Ref No: WL/2025/01125 GRANTED** (Delegated)

Proposal: Planning application for the installation of an electric vehicle (EV) charger unit and replacement of the highway boundary wall.

Location: 12 Morton Terrace, Gainsborough

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

**PL26/188 Decision Notice (Paper I)**

**Application Ref No: WL/2025/01106 REFUSED** (Delegated)

Proposal: Planning application for extension over existing garage.

Location: Rowen House, Summer Hill, Gainsborough

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

**PL26/189 Street Naming Requests**

No street naming requests were received.

**PL26/190 Tree Preservation Orders**

No tree preservation orders were received.

**PL26/191 Definitive Map Modification Order (DMMO) Application**

Members considered whether to proceed with DMMO application for the footpath from Mayfield to Margaret Close.

**RESOLVED:** to add into 'Items for Notification' for future reference.

**PL26/192 Items for Notification**

- i. Change of hedge height legislation/regulations
- ii. DMMO Application for footpath from Mayfield to Margaret Close

**PL26/193 Time and Date of Next Meeting**

**RESOLVED:** to NOTE the next Planning Committee meeting is scheduled for Tuesday 17 February 2026 at 6:30pm.

The meeting closed at 7:06pm.

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

# PAPER I

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## **DRAFT ASSET TRANSFER TASK AND FINISH GROUP MINUTES**

Minutes of the Asset Transfer Task & Finish Group meeting held on **Wednesday 21 January 2026** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Doug Owles (Chair)  
Councillor Nigel Bowler  
Councillor Paul Key (arrived at the meeting at 10:20am)  
Councillor Dennis Dannatt

**In Attendance:**

Rachel Allbones  
Sean Alcock

Town Clerk & Responsible Finance Officer  
Operations Manager

### **AT26/013 Apologies for Absence**

Apologies were received from Councillor K Woolley.

### **AT26/014 Declarations of Interest**

No declarations of interest were received.

### **AT26/015 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Asset Transfer Task & Finish Group meeting held on Thursday 4 December 2025 be approved as a as a true and accurate record and signed by the Chair.

### **AT26/016 WLDC Property and Asset Review (Paper B)**

Members considered information received from WLDC regarding the cost of annual maintenance of the following sites, including grass cutting, flower bed maintenance and hedge maintenance.

It was noted that additional considerations such as tree maintenance and inspection, wall maintenance and inspection, and litter picking would need to be factored in should the Council proceed further.

| Code | Asset Name                                      |
|------|-------------------------------------------------|
| S006 | Land at Ashcroft Road (Play Park), Gainsborough |
| S013 | Baltic Mill Land, Gainsborough                  |

Initialled:

Asset Transfer Task & Finish Group minutes 2025-26

|      |                                                            |
|------|------------------------------------------------------------|
| S088 | Whitton Gardens, Gainsborough                              |
| S014 | Caskgate Street Land (Former Guildhall site), Gainsborough |
| S063 | Queensfield Playing Field, Gainsborough                    |
| S027 | Corringham Road, Gainsborough                              |
| S051 | Richmond House Lodge, Gainsborough                         |

**RESOLVED:** To **RECOMMEND to FULL COUNCIL** that conversations commence with West Lindsey District Council to explore, in principle, the transfer of the following sites:

#### **Operational**

- Marshalls Sports Ground – Building and Land
- Levellings
- Richmond House and Gardens
- Roses Sports Ground – Building and Land

#### **Possible Future Operational**

- Cox's Hill Nursery Site
- General Cemetery Land
- Queensfield Playing Field
- Richmond House Lodge

#### **Protection of Public Green Spaces**

- Land at Ashcroft Road (Play Park)
- Baltic Mill Land
- Whitton Gardens
- Caskgate Street Land (Former Guildhall site)
- Corringham Road (The Gap)

### **AT26/017 Time and Date of Next Meeting**

No further meeting was arranged at this time.

The meeting closed at 11:12am.

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

# PAPER J

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 27 January 2026** 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 Nicholas Coxon  
Councillor David Dobbie  
Councillor Richard Thompson (sub)

Councillor Stephen Blogg  
Councillor Michael Devine  
Councillor Paul Key

**In Attendance:**

Rachel Allbones

Town Clerk & Responsible Finance Officer

### FS26/128 Apologies for Absence

Apologies were received from Councillor Woolley.

### FS26/129 Declarations of Interest

No declarations of interest were declared.

### FS26/130 Dispensation Requests

No dispensation requests were received.

### FS26/131 Items for Exclusion of Public and Press

No items for the exclusion of the public and press.

### FS26/132 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** That the minutes of the Finance and Strategy Committee meeting held on Tuesday 16 December 2025 be approved as a as a true and accurate record and signed by the Chair.

It was noted that following the meeting WLDC amended the Tax Base resulting in the increase of the precept being 4.72% and not 3.69% as stated in FS26/114.

Note: Councillors Bibb, Blogg, Dobbie abstained from voting on the above resolution. Councillor Key abstained from voting on the items after he left the meeting.

### FS26/133 Finance Reports (Papers B, C & D)

Initialled:

Finance and Strategy Committee minutes 2025-26

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

- i. Unpaid Expenditure Transactions for 22 January 2026.
- ii. Cashbook Summary (including due and unpaid transactions) for 22 January 2026.
- iii. Budget Comparison Report (including due and unpaid transactions) for 22 January 2026.

**FS26/134 Bank Reconciliation (Paper E)**

**RESOLVED:** That the monthly bank reconciliations for 31 December 2025 be approved and signed, with the following closing balances:

- HSBC Current/Deposit Account: £64,821.15
- CCLA: £500,000.00

**FS26/135 Accessibility Statement for the Website Review (Paper F)**

**RESOLVED:** To adopt updated Website Accessibility Statement.

**FS26/136 Fees and Charges (Paper G)**

**RESOLVED:** To

- 1) Approve the 2026/27 Sports Grounds charges as set in Appendix A.
- 2) Provide cricket pitch free of charge for childrens all stars and dynamo's cricket sessions.
- 3) Approve the 2026/27 Cemetery charges as set in Appendix B.
- 4) Approve the 2027/28 Allotment charges at £0.139 per square metre and £0.150 per square metre for Non-residents.
- 5) Approve the 2026/27 water charges for Spital Hill at £11.50 per standard plot and Foxby Hill at £6.70 per standard plot (double charge for large plots).
- 6) Approve the 2026/27 Garage space charge at £60.78.
- 7) Approve the fee for fairs/circuses at £250 per trading day.
- 8) Approve the fee for the Motor caravaners for 2026/27 at £600 (Fri – Sun).
- 9) Approve the fee Charity / community groups for Marshalls whole site at £150 per event day.

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

**FS26/137 Electronic Communications and Social Media Policy Review (Papers H - K)**

**RESOLVED:** To adopt the Electronic Communications and Social Media Policy which supersedes the Councils Communications Policy, Communications Strategy and Social Media Policy.

**FS26/138 Use of Work Vehicles by Councillors & Staff for Personal Domestic Use Review (Paper L)**

**RESOLVED:** To adopt the reviewed Use of Work Vehicles by Councillors & Staff for Personal Domestic Use Policy, with the removal of 'two parts' in 4.1.

**FS26/139 Councillor Laptop Use & Return Agreement (Paper M)**

**RESOLVED:** To **RECOMMEND TO FULL COUNCIL** the adoption of the Councillor Laptop Use & Return Agreement.

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

#### **FS26/140 Items for Notification**

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

- i. Marshalls Bowls Club Lease
- ii. Love Lane Allotment Garages
- iii. Operation Bridges Review
- iv. Civic Protocol
- v. Investment Strategy – March
- vi. Asset Register Review - March
- vii. Risk Management Policy – April
- viii. Risk Register – April
- ix. Registrar Lease renewal
- x. Unity Trust Bank
- xi. Strategic Plan
- xii. LCAS Silver Status submission

#### **FS26/141 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 24 February 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:52pm.

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

## Marshalls and Levellings Sports Ground Fees

**1st April 2026 - 31st March 2027**

|                                                 |        |             |
|-------------------------------------------------|--------|-------------|
| <b>Football Pitch - Seniors 11v11</b>           | £52.32 | (per match) |
| <b>Football Pitch - Juniors 9v9 &amp; 11v11</b> | £34.29 | (per match) |
| <b>Football Pitch - Juniors 5v5 &amp; 7v7</b>   | £20.42 | (per match) |
| Training Pitch                                  | £14.03 |             |

|                                                                                                |        |             |
|------------------------------------------------------------------------------------------------|--------|-------------|
| <b>Cricket Pitch - Senior</b> (not including use of kitchen or function room)                  | £57.43 | (per match) |
| <b>Cricket Pitch - Senior (Evening League)</b> (not including use of kitchen or function room) | £33.19 | (per match) |
| <b>Cricket Pitch - Junior</b> (per match, not including use of kitchen or function room)       | £26.80 | (per match) |

|                      |           |              |
|----------------------|-----------|--------------|
| Marshalls Bowls Club | £1,562.17 | (per season) |
|----------------------|-----------|--------------|

|                                                                    | Regular User |          |
|--------------------------------------------------------------------|--------------|----------|
|                                                                    | Peak         | Off Peak |
|                                                                    |              |          |
| <b>Marshalls Function Room</b> (per hour, includes use of kitchen) | £19.22       | £14.59   |

|                                                                    | Casual User |          |
|--------------------------------------------------------------------|-------------|----------|
|                                                                    | Peak        | Off Peak |
|                                                                    |             |          |
| <b>Marshalls Function Room</b> (per hour, includes use of kitchen) | £23.15      | £17.36   |

|                |                   |                  |
|----------------|-------------------|------------------|
| Peak Times     | Monday - Friday   | 5:00pm - 11:30pm |
| Off Peak Times | Monday - Friday   | 9:00am - 4:59pm  |
|                | Saturday - Sunday | All Day          |

## Gainsborough Town Council

### Cemetery Charges for 1st April 2026 to 31st March 2027

| <b>Part 1 Exclusive Right of Burial</b> | <b>£</b> |
|-----------------------------------------|----------|
| Cremated Remains 25 years               | £293.55  |
| 50 years                                | £585.81  |
| 99 years                                | £781.09  |

| <b>Part 2 Interments</b>                                                                                                                                                                     | <b>£</b>              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Stillborn child under 24 weeks                                                                                                                                                               | £0.00                 |
| **Child under 18 years of age Single                                                                                                                                                         | £781.09               |
| **Child under 18 years of age Double                                                                                                                                                         | £924.03               |
| Adult Single                                                                                                                                                                                 | £781.09               |
| Adult Double                                                                                                                                                                                 | £924.03               |
| Adult Triple (each application for a triple depth grave will be considered individually from the perspective of health and safety as not every location in the General Cemetery is suitable) | TBC with Grave Digger |
| Cremated Remains                                                                                                                                                                             | £293.54               |
| Extra Spoils removal                                                                                                                                                                         | TBC with Grave Digger |
| Additional fee where outside standard hours (full burial)                                                                                                                                    | £299.92               |
| Additional fee where outside standard hours (cremation burial)                                                                                                                               | £104.66               |

| <b>Exhumation</b> | <b>£</b>              |
|-------------------|-----------------------|
| Body              | TBC with Grave Digger |
| Cremated Remains  | £455.63               |

| <b>Use of</b>                           | <b>£</b>  |
|-----------------------------------------|-----------|
| Chapel (per hour, min one hour booking) | £25.00    |
| Grass Matting                           | No Charge |

| <b>Part 3 Memorials</b>                                             | <b>£</b> |
|---------------------------------------------------------------------|----------|
| Headstone up to 3' (exclusive right for 30 years)                   | £260.37  |
| Headstone up to 3' including kerbing (exclusive right for 30 years) | £293.54  |
| Plaque                                                              | £98.28   |
| Vase with an inscription                                            | £98.28   |
| Additional inscription                                              | £69.46   |

**ALL CHARGES ARE DOUBLED FOR RESIDENTS LIVING OUTSIDE OF THE GAINSBOROUGH PARISH**

\*\*An application to the Children's Funeral Fund will be made by the burial authority to meet these costs rather than the charge being collected directly.

# PAPER K

**Officer Report to the Council**

Report Author: Rachel Allbones

Report Date: 29 January 2026


**Gainsborough**  
TOWN COUNCIL

**Subject: Town Clerk's Report**
**Summary**

This report brings together the various operational, community, and governance matters for Members to note.

**Incidents of ASB**

| Number | Date Identified | Location      | Incident details                                                                                                                                                                                                                                                                                   | Reported to Police (and date) |
|--------|-----------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 106    | 30/12/2025      | Richmond Park | Public toilets damaged. Female toilets: window latch broken and currently secured with a metal bar; wet toilet roll thrown across walls; attempted flooding. Male toilets: toilet roll dispenser forced open and subsequently secured. Wet toilet roll found on window and door of female toilets. | Yes                           |

**Chair's Group Meeting**

The next Chair's Group meeting will be held on Monday 9 February at 10:00am.

**WLDC Markets and Events**

Details of upcoming events are available on the WLDC [Events Page](#).

**Councillor Training**

Please see at Appendix A LALC Training Bulletin—December 2025, Councillor training sessions.

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

**Data Protection Toolkit****Councillor Refresher Training Course**

Monday 16th March, 6:00pm

Stay up to date with regular live Zoom training sessions designed for clerks, officers and councillors. Clear, accessible content to keep everyone confident and compliant – with certificates provided for your records.

**Finance for Councillors**

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**

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

### **Event and Market meeting with WLDC**

The Town Clerk, along with Councillors Bowler, Coxon, Craig, Dannatt, Key and Owles attended a meeting at the Guildhall with WLDC officers including the Commercial, Cultural and Leisure Development Manager, Cultural Outreach Officer, and Market Development Officer.

Key points discussed:

- Appointment of a new Events Officer (starting 9 February)
- Pride in Place funding (£20million over ten years, first payment April 2026)
- Confirmation of £100k per year budget for:
  - Illuminate – 21 February
  - GO Festival – 6 June
  - Christmas Lights Festival – proposed 20 November (TBC)
- Farmers Markets – second Saturday of each month
- Viking Move Your Way – 27 June

### **Biodiversity Garden – Richmond Park**

The Communities Officer has secured £6,000 from the WLDC Communities Fund. As this does not fully cover the project, further applications have been submitted:

- Awards for All Environment – £4,416.04
- Lincolnshire Co-op Community Champions Fund – £1,000

### **Richmond House Conservatory Demolition**

The Town Clerk and Operations Manager met with T.G. Sowerby Developments Ltd on 15 January. Demolition works are scheduled to commence on 20 April and are expected to take approximately three weeks.

## **Richmond House Dry Rot**

Timberwise completed works on 26 January. A Senior Surveyor attended a site visit and sign-off on 28 January with the Town Clerk and Operations Manager. Temporary gutter repairs were undertaken on 29 January, as leaks had caused the original issue. Decoration works will be scheduled once the plaster has fully dried.

## **Aisby Walk Park - Multi Agency Meeting**

Following a Community Champions meeting on **4 December 2025**, the Communities Officer organised a multi-agency meeting held on **28 January** at Park Springs Community Centre. Agencies invited included WLDC Communities and Enforcement Teams, Lincolnshire Police, Lincolnshire Fire and Rescue, PCC, Future4Me, Together Initiative, Acis, Positive Futures, Gainsborough Trinity Foundation, Town Council Hill Ward Members, and Community Champions.

Attendance was good, although not all agencies were present. Further meetings will be arranged in varying formats, including a further full multi-agency session.

## **General Cemetery Boundary Fencing**

GS Kelsey, developers at the former AMP Rose site, approached the Operations Manager regarding staff volunteer days. Following discussions, it was proposed that volunteers assist with repainting the front railings of the General Cemetery. GS Kelsey have agreed to support the work, with the Council providing materials.

## **Marshall's Boiler**

An engineer attended on 23 January, replacing the burner electrode and heat pad. The boiler is now operating correctly.

## **Marshall's Door Shutter**

Repairs to one window and the main entrance door will be carried out on 30 January, including replacement of five laths to each.

## **Christmas Lights meeting with Blachere**

The Town Clerk and Operations Manager will meet with Blachere on 11 February to discuss the scheme and issues arising from the 2025 installation.

## **Local Government Reorganisation - Briefing for West Lindsey Parish Councils**

West Lindsey District Council will hold an online briefing for parish councils on 2 February at 6:00pm. The Town Clerk and other officers will attend, and councillors are encouraged to join.

## **The Gainsborough Academy Councillor Visit**

Following a WLDC visit attended by Councillor Dobbie, a similar invitation has been extended to Town Councillors. Proposed dates (Tuesdays or Wednesdays preferred):

- Tuesday 10 February
- Wednesday 18 February
- Wednesday 4 March

A confirmed date will be advised.

## **Lincolnshire Road Safety Partnership**

Councillors attended LRSP sessions during the week commencing 19 January, with two sessions booked.

## **Staff Training**

- Operations Manager attended ICCM Cemetery Operations & Regulatory Compliance on 6–7 January
- Two Grounds Maintenance Operatives attended PASMA training on 16 January.
- The Town Clerk is working through the GDPR Toolkit

## **Annual Leave**

- Operations Manager: 2 February and 4–9 February
- Assistant Clerk: 13 February

## **Interest Forms**

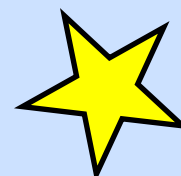
Members are reminded to review their Register of Interests forms. All Councillors are required to complete a form, and any changes (including address, employment, or a partner's employment) must be recorded within 28 days. Please contact the Town Clerk for further details.

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

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

### What's New This Month?

Proposed changes to the NPPF, see page 2  
Allotment management covering Tenancy Agreements and Policies, see page 13  
Allotments - Site Facilities and Health & Safety, see page 13



### Picking up contact information when booking places

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

### Free Worknest webinars

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

### ACAS free e-Learning

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

### Internal Audit

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

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

### Contact us

Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

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

Courses delivered directly by LALC or partners

| Course                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                | Date(s)                                                                                                                   | Location                                                                            |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Councillor Induction & Refresher                                  | <p>Aimed at councillors with or without any experience, covering:</p> <ul style="list-style-type: none"> <li>• The role of the council and councillors</li> <li>• Legal obligations and the employer role</li> <li>• Finance</li> <li>• Risk management</li> <li>• Code of conduct</li> <li>• Declarations of interest</li> <li>• Community engagement</li> <li>• Transparency code obligations</li> </ul> | <p>20th January<br/>18:00— 21:00</p> <p>3rd March<br/>18:00— 21:00</p>                                                    | <p>Zoom</p> <p>Zoom</p>                                                             |
| Proposed changes to the National Planning Policy Framework (NPPF) | <p>Andrew Towlerton from Andrew Towlerton Associates will deliver a briefing on the proposed changes to the NPPF, which are currently out for consultation.</p> <p>There will be time for questions at the end of the session.</p>                                                                                                                                                                         | <p>28th January<br/>18:30— 19:45</p>  | Zoom                                                                                |
| Year end, AGAR and audit                                          | <p>Ideal for new and experienced Clerks.</p> <p>Topics Covered:</p> <ul style="list-style-type: none"> <li>• Internal Controls</li> <li>• Internal Audit</li> <li>• External Audit</li> <li>• End Of Year AGAR</li> <li>• End Of Year Documents</li> <li>• Publication</li> <li>• Transparency Code</li> <li>• Common Mistakes</li> </ul>                                                                  | <p>24th February<br/>13:00— 16:00</p> <p>17th March<br/>10:00— 13:00</p>                                                  | <p>Zoom</p> <p>Dunholme Old School<br/>8 Market Rasen Road<br/>Dunholme LN2 3QR</p> |
| New Clerk's Induction                                             | The New Clerk's Induction day covers the key points and duties for the Clerk's role.                                                                                                                                                                                                                                                                                                                       | 25th February<br>10:00— 16:00                                                                                             | LALC Office<br>Dunholme Old School<br>8 Market Rasen Road<br>Dunholme LN2 3QR       |

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



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

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

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

[https://www.youtube.com/watch?v=DOMDep\\_nWJU](https://www.youtube.com/watch?v=DOMDep_nWJU)

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

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

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

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

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

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

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

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

**Finance**—delivered by:

All sessions held via Zoom

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



**PARKINSON**  
PARTNERSHIP

| Course                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Date(s)                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Finance for Councillors | <p>This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.</p> <p>Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance &amp; Accountability Return; Internal and external audit; How VAT applies to local councils</p>                                                                                                                                                                                                        | <p>29th January, 18:30<br/>10th February, 10:00</p>                  |
| New clerk's finance     | <p>This session is for inexperienced clerks in their first few months and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role.</p> <p>Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance &amp; Accountability Return; Internal and external audit.</p>                                                                                                                                                                                                       | <p>27th January, 10:00<br/>3rd March, 10:00</p>                      |
| VAT—Partial exemption   | <p>For clerks, finance staff and councillors of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sports facilities or markets, who need to understand when their council is at risk of not being able to reclaim VAT.</p> <p>Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities. Intended for those who already understand the rules of VAT and need to work out whether their council can reclaim VAT in relation to its use of land.</p> | <p>22nd January, 10:00<br/>14th April, 10:00<br/>2nd July, 10:00</p> |
| Internal controls       | <p>This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>· Roles and responsibilities</li> <li>· Financial risks</li> <li>· Purpose of internal controls</li> <li>· Case studies</li> <li>· Examples of controls</li> <li>· Review of internal controls</li> </ul>                                                                                                                                              | <p>28th January, 10:00<br/>4th March, 10:00</p>                      |

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

**Finance**—delivered by:

All sessions held via Zoom

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



**PARKINSON**  
PARTNERSHIP

| Course              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date(s)                                                                 |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Introduction to VAT | <p>This session is for clerks, finance staff and councillors. It explains how VAT rules affects local councils, whether they are <b>VAT registered or reclaim VAT using Form VAT126</b>. Essential for any council contemplating major building projects.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• How VAT law applies to local councils</li> <li>• Where to find the law and guidance</li> <li>• What are business and non-business activities</li> <li>• Understanding whether sales are taxable or exempt from VAT</li> <li>• When a council must register for VAT</li> <li>• When VAT can be reclaimed</li> <li>• Partial exemption</li> <li>• Reclaiming VAT when using grants and donations</li> </ul> <p>By the end of this session you will:</p> <ul style="list-style-type: none"> <li>• Know where to find the relevant legislation and guidance</li> <li>• Understand the key concepts of VAT</li> <li>• Know when a council can or can't reclaim VAT</li> <li>• Recognise when a council must register for VAT</li> <li>• Be aware of activities that require special attention</li> </ul> | <p>26th February, 10:00<br/>24th March, 10:00<br/>16th April, 10:00</p> |
| Procurement         | <p>For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils. <b>This session introduces the new rules of the Procurement Act 2023, which came into force in February 2025 and replaces the Public Contracts Regulations 2015.</b></p> <p>This session is an introduction to the basics of procurement for local councils:</p> <ul style="list-style-type: none"> <li>• Inviting quotes</li> <li>• Producing specifications and tender documentation</li> <li>• Achieving competition and value for money</li> <li>• Managing contracts.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>24th February, 10:00<br/>23rd April, 10:00</p>                       |

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

**Finance**—delivered by:

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



**PARKINSON**  
PARTNERSHIP

| Course                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date(s)              |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Budgeting                                | <p>This session is aimed at officers of parish &amp; town councils, who are involved in preparing and monitoring their council's budgets.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Setting a budget and precept</li> <li>• Contingencies and reserves</li> <li>• How the council tax base affects the budget</li> <li>• Inflation</li> <li>• Budget monitoring</li> </ul>                                                                                                                                                                                                                                                                                                                   | Awaiting new dates   |
| The role of internal audit               | <p>This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Legislation and guidance</li> <li>• Roles and responsibilities</li> <li>• Internal controls</li> <li>• How the council appoints an internal auditor</li> <li>• Scope of internal audit</li> <li>• Reviewing internal control</li> <li>• Internal audit reports</li> </ul>                                                                                                                                                                                                                                    | 18th February, 10:00 |
| Year end and audit—councils over £25,000 | <p>This session is aimed at councils that spend between £25,000 and £200,000 a year and prepare simple accounts on a receipts and payments basis. It is also relevant for councils under £25,000 that choose not to exempt themselves from external audit, as well as for and councils that regularly spend over £200,000 and are already comfortable with preparing income and expenditure accounts.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Closing the accounts</li> <li>• Assets and borrowing</li> <li>• Reviewing internal control</li> <li>• Internal audit</li> <li>• The Annual Return</li> <li>• Electors rights</li> <li>• Audit</li> <li>• Publication requirements</li> </ul> | Awaiting new dates   |

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

**Finance**—delivered by:

All sessions held via Zoom

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



**PARKINSON**  
PARTNERSHIP

| Course                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date(s)            |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Year end & transparency—<br>councils under £25,000     | <p>For officers of councils that spend and receive less than £25,000 a year, who want to understand how to prepare and publish their council's Annual Governance &amp; Accountability Return to comply with the Accounts &amp; Audit Regulations, as well as publishing the information required by the Transparency Code for Smaller authorities.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Closing the accounts</li> <li>• Exemption from external audit</li> <li>• Internal audit</li> <li>• Reviewing internal control</li> <li>• The Annual Return</li> <li>• Electors rights</li> <li>• Transparency and publication requirements</li> </ul>                                                                                                                                                                                                           | Awaiting new dates |
| Income & expenditure<br>accounts (for larger councils) | <p>For officers who want to understand how to prepare their council's Annual Governance &amp; Accountability Return on an income and expenditure basis (mandatory for councils regularly spending over £200,000) and comply with the requirements of the audit process.</p> <p>This session explains how to convert receipts &amp; payments accounts to income &amp; expenditure accounts, how this affects the Annual Return and the timing of year-end activities and the audit process, enabling you to complete all the relevant steps correctly.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Closing the accounts</li> <li>• Debtors and creditors</li> <li>• Assets and borrowing</li> <li>• Internal audit</li> <li>• Reviewing internal control</li> <li>• The Annual Return</li> <li>• Electors rights</li> <li>• Publication requirements</li> </ul> | Awaiting new dates |

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

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

### Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



| Course                                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date(s)                                                         |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Communicating with your community part 1: creating a communications strategy    | Every local council should have a communications strategy, setting out its communications priorities, aims and goals. In this session, we will consider how your council could create an effective communication strategy, that is sustainable and supports your council. A strategy that considers your council's human and financial resources.                                                                                                     | 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.                                                                                                                               | 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. | 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 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.                                                                                                                                                                                                           | 27th January, 10:00<br>4th February, 10:00<br>11th March, 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.                                                                                               | 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.                                                         | 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<br>17th March, 10:00 |
| 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.                                                                | 12th 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.                                                                  | 26th 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. | 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.                                                                                | 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<br>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. | 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<br>18th March, 10:00 |

**Book Breakthrough Communications training via:**

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

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

### Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



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

Book Breakthrough Communications training via:

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

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

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

| <p><b>RPII Operational Inspector &amp; Maintenance</b></p> <p>£215 + VAT per delegate (for the 2 days).<br/>Plus £285 if the delegate wishes to take the exam.<br/>Delegates not taking the exam can obtain a hard copy Certificate of Attendance for £10 or PDF copy for £3.50</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  <p><b>The Play Inspection Co.</b></p>                                                                                                                                                                              |                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date                                                                                                                                                                                                                                                                                                  | Venue                                                                                          |
| <p>Lunch and refreshments are included on both days.</p> <p>This <b>two day</b> course is aimed at people who are responsible for the operational (monthly/quarterly) inspections and those in a supervisory or maintenance role.</p> <p>Covering:</p> <ul style="list-style-type: none"> <li>• Introduction to safety</li> <li>• The importance of play to children and child development</li> <li>• Playground accidents, types, severity and reasons</li> <li>• The legal framework for playgrounds and inspectors; negligence etc.</li> <li>• Status Law applicable</li> <li>• Types and hierarchy of inspections</li> <li>• Risk Assessment</li> <li>• Reporting and paperwork</li> <li>• Inspection of specific play items and surfacing</li> <li>• Checking of maintenance and other playground actions taken</li> <li>• Common faults with standard play items</li> <li>• How to inspect, including approaches and ancillary items</li> </ul> | <p>24th &amp; 25th<br/>March 2026<br/>9:30—16:30</p> <p>This event is now <b>FULLY BOOKED.</b></p> <p>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).</p> | <p>North Hykeham Town Council<br/>Civic Offices<br/>Fen Lane<br/>North Hykeham<br/>LN6 8UZ</p> |

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

| <b>Allotment Management covering tenancy agreements and policies — delivered by:</b><br><br>£40 plus VAT (£70 if both sessions booked)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                    |  The National Allotment Society    |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--|--|
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Date                                                                                                               | Venue                                                                                                               |  |  |
| Covering: <ul style="list-style-type: none"> <li>• Types of allotment, and the basics of legislation</li> <li>• Newer trends, including the inclusion of allotments in new developments</li> <li>• Land acquisition</li> <li>• Management options and responsibilities</li> <li>• The pros &amp; cons for the self-management of allotments by Local Authorities</li> <li>• What to include within the tenancy agreement</li> <li>• Standard clauses in line with allotment legislation</li> <li>• Templates available</li> <li>• Issues that can arise</li> <li>• Practical tips, using examples from day-to-day problems</li> </ul> |  | 12th May<br>10:00—11:30<br><br>   | Zoom                                                                                                                |  |  |
| <b>Allotment site facilities and health &amp; safety — delivered by:</b><br><br>£40 plus VAT (£70 if both sessions booked)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                    |  The National Allotment Society |  |  |
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Date                                                                                                               | Venue                                                                                                               |  |  |
| <ul style="list-style-type: none"> <li>• Site accessibility</li> <li>• What types of facilities can be included on site?</li> <li>• What policies and procedures need to be covered?</li> <li>• The importance of plot cultivation and inspection</li> <li>• Health and Safety risk assessments, insurance and implications for volunteers carrying out maintenance on site</li> <li>• Security for sites</li> <li>• Practical tips, using examples from day-to-day problems</li> </ul>                                                                                                                                               |  | 19th May<br>10:00—11:30<br><br> | Zoom                                                                                                                |  |  |

**Introduction to cemetery management for parish & town clerks**

13th May 2026, 9:30—12:30

TEAMS link to be issued prior to the session

£40 plus VAT



## INTRODUCTION TO CEMETERY MANAGEMENT FOR PARISH AND TOWN CLERKS

**Level: Beginner**

**Course overview**

- General powers of management
- Overview of legal requirements and implications
- Grave identification and cemetery plans
- Checking procedures -verification of location, depth, size
- Dealing with shallow graves
- Overview of administration processes
- Memorials
- Grave ownership
- Exhumation
- The burial service
- Health and safety

Suitable for: anyone involved in managing or working in a cemetery, particularly those in Town and Parish Councils, and is designed to give a general introduction to cemetery management.

Please note the course is based on the legislation in England & Wales

Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run Teams, either as an app or online

**Why Join this course?**

- ✓ Elevate your cemetery management skills
- ✓ Gain general knowledge of legal requirements
- ✓ Learn effective management practices
- ✓ Develop an understanding of operational responsibilities
- ✓ Creates confident, empowered bereavement service professionals



An ICCM quality  
online training event

3 Hours

Learn about the  
principles and  
practices of  
cemetery  
management

Learn new skills

Have your questions  
answered

Guiding you through  
best practice

**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                                                                                                  |
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| <p>This is a one day course.</p> <p>The first date (24th June) includes the Register of Play Inspectors International (RPII) exam for Routine Inspections. (RPII charge is included for the exam).</p> <p>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.</p> <p>Should you wish to book the RPII Routine inspectors course <b>WITHOUT</b> the exam, please book on the second date (25th June).</p> <p>Syllabus:</p> <ul style="list-style-type: none"> <li>• The benefits of play</li> <li>• Injuries occurring on playgrounds</li> <li>• Legal responsibilities</li> <li>• Inspection techniques for basic equipment types</li> <li>• The inspection procedures of their verifying employer</li> </ul> <p>Attendees should wear suitable footwear and clothing for the practical inspections.</p> | <p>24th June 2026<br/>9:30—16:30<br/>Training <b>plus exam</b></p> <p>OR</p> <p>25th June 2026<br/>9:30—16:30<br/>Training only—<b>no exam</b></p> <p>Both events are now <b>FULLY BOOKED</b>. Please contact LALC to be put on the cancellation list.</p> | <p>Washingborough Sports Pavilion<br/>Washingborough Playing Fields<br/>Washingborough<br/>LN4 1AB</p> |

## Cemetery operations & regulatory compliance

Two-part course—**attendance at both sessions is required:**

30th June 2026, 9:30—12:30

1st July 2026, 9:30—12:30

TEAMS link to be issued prior to the sessions

£80 plus VAT for **both** sessions



## CEMETERY OPERATIONS AND REGULATORY COMPLIANCE

**Level: Intermediate / Advanced**

### Course overview

- Legal framework – regulations and compliance standards
- General powers of management
- Registers and records
- Burial depth and dealing with shallow graves
- Overview of administration processes
- Grave digging procedures
- Memorials
- Exhumation
- Exclusive Rights of Burial
- Operational responsibilities including grounds maintenance, groundwater and premises management
- Closed churchyards responsibilities
- Optimising burial space
- Looking to the future

Suitable for: cemetery managers and staff as well as those with a responsibility for cemeteries.

Please note the course is based on the legislation in England & Wales

Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run Teams, either as an app or online

### Why Join this course?

- ✓ Elevate your cemetery management skills
- ✓ Gain knowledge of legal requirements
- ✓ Learn effective management practices
- ✓ Develop an understanding of operational responsibilities
- ✓ Have your questions answered
- ✓ Creates confident, empowered bereavement service professionals



An ICCM quality  
online training event

2 x 3 hour sessions  
over 2 days

Learn about the legal  
and practical aspects  
of cemetery  
management

Learn new skills

Guiding you through  
best practice and  
ensuring compliance

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

### Offerings from LALC partners

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

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

Courses delivered directly by LALC or partners

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Essential Skills</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                    |
| Anti-bribery essentials                                          | Explores what is, and what is not, considered bribery under UK law and provides tips and advice on staying compliant with the Bribery Act 2010. By the end of the course you should be able to: <ul style="list-style-type: none"> <li>• Define bribery and corruption</li> <li>• Understand the Bribery Act 2010 and the penalties for breaking the law</li> <li>• Recognise what constitutes a crime under the Bribery Act</li> <li>• Know the six principles organisations should follow when designing their bribery policies and procedures</li> <li>• Know what actions you should take should you suspect bribery</li> </ul>                                                                                                      |                                                                                    |
| Anti-money laundering essentials                                 | This aims to increase awareness of money laundering and offers tips on how to identify and prevent it within your organisation. By the end of the course you should be able to: <ul style="list-style-type: none"> <li>• Describe what money laundering is and how it is done</li> <li>• Understand UK legislation and regulations regarding money laundering and what they cover</li> <li>• Explain how to prevent money laundering</li> <li>• Recognise the consequences of non-compliance with anti-money laundering legislation</li> </ul>                                                                                                                                                                                           |                                                                                    |
| Customer service essentials                                      | This course showcases effective communication with customers, arms you with a 'customer service toolkit', and explores managing complaints using the customer complaint resolution cycle. By the end of this course you should be able to: <ul style="list-style-type: none"> <li>• Understand the principles of customer loyalty and how to build it through your interactions</li> <li>• Communicate more persuasively and effectively via the phone, video calls, face to face, and in writing</li> <li>• Provide a better level of customer service by using your customer service skills 'toolkit'</li> <li>• Understand the customer complaint resolution cycle and how to deal with common customer service challenges</li> </ul> |                                                                                    |
| Data Protection essentials                                       | This course covers data protection regulations in the UK and provides essential training for anyone who is in the position of processing personal data. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Recognise why fair and effective data management is important to individuals and society as a whole</li> <li>• Understand relevant data protections legislation and regulations, along with the penalties for breaching these</li> <li>• Work with information in a way that doesn't breach the data protection principles and individuals' rights</li> <li>• Respond to requests for information from individuals in a way that is legal and effective</li> </ul>                    |                                                                                    |

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

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Courses delivered directly by LALC or partners

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Essential Skills</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                    |
| Display Screen Equipment (DSE) workstation assessment essentials | This course addresses the health and safety requirements of DSE and advises on posture and safe working techniques. You will learn how to complete your own DSE risk assessment that you can provide to your employer. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand the importance of DSE workstation assessment</li> <li>• Identify whether you are a high, medium or low-risk user</li> <li>• Recognise the effects of poor posture</li> <li>• Adjust your posture so that you have a good posture while working</li> <li>• Adjust your workstation to suit you</li> <li>• Carry out a DSE risk assessment</li> </ul>                                                                                                                                                               |                                                                                    |
| Environmental awareness essentials                               | This course addresses the environmental crisis and looks at what businesses can do to reduce their impact on climate change and other pressing environmental issues. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Recognise the benefits of a greener approach to your working practices</li> <li>• Know how positive action in the workplace can make a difference to our environment</li> <li>• Take steps to reduce the negative impact your workplace can have on the environment</li> <li>• Make waste management choices that are better for the planet</li> </ul>                                                                                                                                                                                                                         |                                                                                    |
| Equality, diversity and inclusion essentials                     | This course addresses threats to equality such as discrimination, harassment and victimisation, and looks at how you can promote fairness, diversity and inclusion at work. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand what is meant by 'equality', 'diversity' and 'inclusion', and recognise how they benefit us</li> <li>• Identify who is protected by the Equality Act, and explain what happens if their rights are compromised</li> <li>• Recognise discrimination and other unfair practices in the workplace and know how to act on them</li> <li>• Understand what you can do yourself to promote equality, diversity and inclusion</li> </ul>                                                                                                                            |                                                                                    |
| Fire safety essentials                                           | This course highlights the essentials of fire safety awareness in the office environment and when working from home. It explores best practice fire safety procedures and provides an overview of the equipment required under fire safety regulations. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand employers' responsibilities under fire safety law</li> <li>• Prevent fires by using the fire triangle theory</li> <li>• Identify fire safety signs and appreciate the importance of knowing where they are in your workplace</li> <li>• Identify fire safety equipment and understand how it should be used</li> <li>• Recognise the need to periodically check fire safety procedures</li> <li>• Carry out the fire safety procedures in place for your organisation</li> </ul> |                                                                                    |

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

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Courses delivered directly by LALC or partners

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Essential Skills</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                    |
| Freedom of information essentials                                | <p>This course addresses the essentials of the Freedom of Information Act, highlighting who it applies to and how to handle and respond to different types of requests for information. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise when and where the main provisions of the Freedom of Information Act apply</li> <li>• Understand the types of information that will be shared in an organisation's publication scheme</li> <li>• Make or handle requests for information in an appropriate way</li> <li>• Understand the rights of individuals under the Act and the consequences of not complying with the legislation</li> </ul>                                       |                                                                                    |
| Health and safety essentials                                     | <p>This course provides an understanding of potential health and safety issues at work, the legislation surrounding it, and how to improve safety in your workplace. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise what health and safety is important for individuals, employers and society as a whole</li> <li>• Understand the frameworks of health and safety legislation</li> <li>• Recognise the responsibilities your employer has for your health and safety</li> <li>• Use a range of health and safety techniques and good practice to help keep yourself safe at work (and beyond)</li> </ul>                                                                      |                                                                                    |
| Home working essentials                                          | <p>This course offers guidance on effective home working, and covers workspace set-up, safety at home, communicating remotely, and maintaining productivity. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise the characteristics of an effective home working environment</li> <li>• Develop and maintain safe home working behaviours</li> <li>• Maintain effective information security and data protection practices</li> <li>• Understand the importance of good communication when working remotely</li> <li>• Identify practical strategies to increase your productivity</li> <li>• Recognise the importance of looking after your mental health and wellbeing</li> </ul> |                                                                                    |
| Human factors essentials                                         | <p>This course explores the role and impact of human error in the workplace. You'll learn how to manage common 'error traps' and understand which Human Performance (HuP) tools you can use to mitigate error traps that can't be removed. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the main types of errors that humans make</li> <li>• Identify key workplace error traps in order to remove or manage them</li> <li>• Recognise which Human Performance (HuP) tools can be used to mitigate error traps that can't be removed</li> </ul>                                                                                                                              |                                                                                    |

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Courses delivered directly by LALC or partners

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| <b>eLearning - delivered by:</b><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Essential Skills</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    |
| <b>Course</b>                                                | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                    |
| Information security awareness essentials                    | <p>This course addresses the different threats to an organisation's information security and explores best practices for keeping data safe, whenever and wherever you work. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise why information security is essential to organisations</li> <li>• Identify secure working practices to safeguard company data</li> <li>• Protect information when working remotely and on mobile device</li> <li>• Improve your awareness of online risks and how to stay safe on the internet</li> <li>• Respond to and report information security issues</li> </ul>                                                          |                                                                                    |
| Manual handling essentials                                   | <p>This course outlines manual handling risks, advises on how to properly plan moving or lifting tasks, and looks at proper technique to be used when manual handling. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise the potential risks of injury from manual handling tasks</li> <li>• Appreciate the importance of keeping yourself and colleagues safe from risk</li> <li>• Assess a range of manual handling factors and take steps to reduce risks</li> <li>• Plan moving and lifting tasks more effectively</li> <li>• Use safer technique when handling loads—individually, as a team, and with common workplace aids</li> </ul>                  |                                                                                    |
| Menopause essentials                                         | <p>This course helps you become more 'menopause aware' and overcomes the stigma. Menopause symptoms affect 75% of all women and yet there's still a widespread lack of understanding and reluctance to talk about it. It will help you recognise symptoms and understand the impact menopause can have on you and your workplace. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise how menopause affects women in different ways</li> <li>• Take steps to create a more supportive workplace for those experiencing menopause</li> </ul>                                                                                                                     |                                                                                    |
| Modern slavery essentials                                    | <p>This course explores the concept of modern day slavery and addresses the signs that might suggest a vulnerable person is being exploited. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Appreciate the extent of modern slavery in the UK and the many forms it takes</li> <li>• Recognise the factors that can increase a person's risk of exploitation</li> <li>• Spot signs of modern slavery and human trafficking that can help them identify potential victims</li> <li>• Understand the measures available to punish perpetrators and support potential victims</li> <li>• Report their suspicions or concerns to the appropriate organisation</li> </ul> |                                                                                    |

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Essential Skills</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                    |
| Personal safety essentials                                       | This course seeks to improve personal safety awareness and provides tips and advice on how to keep yourself at work, at home, in public places and while travelling. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Recognise the importance of confidence and preparation in staying safe</li> <li>• Understand how reducing 'opportunity' for criminals increases safety</li> <li>• Avoid situations and environments that may place you at greater risk</li> <li>• Practice safe behaviours at work, home, in public, and while travelling</li> <li>• Know what to do if you feel unwell or become a victim of crime</li> </ul>                                                                                                                             |                                                                                    |
| Stress management essentials                                     | This course explains what stress is, looks at ways to reduce stress and offers coping strategies to better manage stress levels. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand and identify stress and why it can be detrimental for you</li> <li>• Identify stress and stressors in yourself and others</li> <li>• Reduce your exposure to stress</li> <li>• Develop your own Wellness Action Plan</li> <li>• Implement coping strategies in your work and personal life</li> </ul>                                                                                                                                                                                                                                                               |                                                                                    |
| Team leadership essentials                                       | This course explores what it means to be an effective team leader by examining leadership styles and the essential skills required to get a team to thrive under your directions. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand your own leadership style</li> <li>• Apply your knowledge of leadership styles in different situations</li> <li>• Know how to build relationships and engage your team members</li> <li>• Identify and employ effective team leadership skills and techniques</li> </ul>                                                                                                                                                                                                                                           |                                                                                    |
| Time management essentials                                       | This course will help you claim back control of your time with easy-to-implement techniques that will help you better manager and organise your daily workload, making you more productive in your role and, by default, everyday life. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand why good time management is important</li> <li>• Recognise common challenges to effective time management</li> <li>• Apply techniques to improve your own time management skills</li> </ul>                                                                                                                                                                                                                                                                  |                                                                                    |
| Working at height essentials                                     | This course helps to identify activities that are classed as work at height under the law. It demonstrates how employers and employees need to work together under the Working at Height Regulations (2005) to implement safety measures, assess risks and follow best practice for any work performed at height. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Recall which type of activities classify as 'work at height' (WaH)</li> <li>• Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH)</li> <li>• Identify risks most commonly associated with working at height</li> <li>• Plan a safe approach to performing work at height</li> <li>• Use stepladders and leaning ladders safely</li> </ul> |                                                                                    |

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Courses delivered directly by LALC or partners

| <b>eLearning - delivered by:</b><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Course                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                    |
| COSHH Essentials                                             | <p>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:</p> <ul style="list-style-type: none"> <li>• Explain what COSHH is and why it's important in the workplace</li> <li>• Identify and interpret the hazard symbols used in COSHH</li> <li>• Recognise hazardous substances you might encounter at work and understand their risks to your health</li> <li>• Use control measures and safe handling to minimise your exposure to hazardous substances</li> </ul>                                                                                                                                                                                                     |                                                                                    |
| Infection Control Essentials                                 | <p>This course covers the fundamentals of how to slow the spread of those harmful microbes which can make us unwell. T</p> <p>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!</p>                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                    |
| Unconscious Bias Essentials                                  | <p>Have you ever jumped to the wrong conclusion or misjudged someone you just met?</p> <p>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.</p> <p>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.</p> <p>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.</p> |                                                                                    |

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

|                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Local (parish and town) council courses</b>                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Course</b>                                                    |  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Introduction to local councils                                   |  | This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand the role of the local councillor</li> <li>• Identify the council's purpose</li> <li>• Appreciate how decisions are made</li> <li>• Identify the principles of public life</li> <li>• Recognise the council's legal context</li> <li>• Understand how the council manages its money</li> </ul>              |  |
| Introduction to planning for local councils                      |  | This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should know: <ul style="list-style-type: none"> <li>• What is planning?</li> <li>• Role of the Parish Council</li> <li>• What is controlled by planning</li> <li>• Types of planning applications</li> <li>• Material &amp; non-material considerations</li> <li>• The parish council recommendation</li> <li>• Planning conditions</li> <li>• Developer contributions</li> </ul> |  |
| Understanding precepts                                           |  | This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for councillors, clerks and other officers who may be new to the role or would like information on what the precept is and how it works for the council. By the end of this course, you should know: <ul style="list-style-type: none"> <li>• What a precept is and how a Parish Council receives it</li> <li>• What a Parish Council needs to do in preparation for setting it</li> <li>• How a Parish Council can justify the money it seeks</li> <li>• Who should be consulted</li> </ul>                                                                 |  |

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| <b>Local (parish and town) council courses</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                    |
| First Aid essentials                                             | This course covers first aid provisions in low-risk workplaces. It provides top-line guidance on how employees can deal with some common accident and medical emergency scenarios.<br><br>By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Identify first aid support measures available in your workplace</li> <li>• Call for an ambulance and be prepared for the questions they'll ask</li> <li>• Recognise common medical emergencies and injuries that could occur in a low-risk workplace</li> <li>• Apply basic first aid principles if someone becomes suddenly ill or injured at work</li> </ul>                                                           |                                                                                    |
| Mental Health essentials                                         | This course aims to provide you with everyday tools to help you manage your mental well-being and become a more supportive and compassionate colleague.<br><br>By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Use the mental health continuum to assess your wellbeing and communicate how you're feeling</li> <li>• Use the five steps to wellbeing and circle of influence to help improve your wellbeing</li> <li>• Spot some of the signs of poor mental health in others</li> <li>• Take steps to create a more supportive workplace environment</li> </ul>                                                                                                  |                                                                                    |
| Neurodiversity at work essentials                                | This course explores how we can create a more neuro-inclusive culture at work. It highlights the benefits of neurodiverse teams, and highlights workplace challenges and reasonable adjustments that can be made to support neurodiverse employees.<br><br>By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Explain what is meant by the term neurodiverse</li> <li>• Recognise the benefits of neurodiversity at work</li> <li>• Identify how a typical work environment could significantly impact a neurodiverse employee's daily life</li> <li>• Support and implement small adjustments that could benefit neurodiverse employees in your workplace</li> </ul> |                                                                                    |
| Working with volunteers essentials                               | This course covers the essentials of effective volunteer management, including key legal considerations and different approaches to working with volunteers successfully.<br><br>By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Identify the key differences between volunteers and paid staff</li> <li>• Describe the primary legal considerations when working with volunteers</li> <li>• Apply effective strategies to help support and manage your volunteers</li> <li>• Recognise the importance of valuing and developing your volunteers</li> </ul>                                                                                                        |                                                                                    |

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

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

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

Courses delivered directly by LALC or partners

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
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| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                    |
| Cyber security awareness: Phishing                               | <p>This course, developed by cyber security specialists Cyber Security Associates, is designed to enhance knowledge of one of the fastest-growing cyber attack methods: phishing. Useful for anyone who works with digital devices and provides details of information security threats, attack methods, and tips and techniques on safeguarding.</p> <p>By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the definition and different types of phishing</li> <li>• Explain why phishing attacks are used and how your digital footprint can be exploited for these attacks and social engineering purposes</li> <li>• Examine the rise of cybercrime and why phishing continues to be a key tool and technique for attacks</li> <li>• Understand the different types of phishing attacks and how the complexity of each one can be completely different</li> <li>• Know the best way to respond to phishing attacks when at work and home</li> </ul> |                                                                                    |
| Cyber security awareness: Video conferencing                     | <p>This course, developed by cyber security specialists Cyber Security Associates, is designed to examine the different methods of videoconferencing and the processes and technology that can be used to protect these services.</p> <p>By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Appreciate the history and evolution of video conferencing</li> <li>• Understand the hardware and software used for video conferencing</li> <li>• Understand the different types of threats and attacks against video conferencing platforms</li> <li>• Know how to stay cyber safe when setting up and using your video conferencing platform</li> <li>• Understand the measures to keep your meetings secure</li> </ul>                                                                                                                                                                                                                                              |                                                                                    |

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

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course.                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Course                                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                    |
| An introduction to changing behaviours<br><br>   | Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, teaches us how we can rewire our brains to form new neural connections, freeing ourselves from pre-learned behaviours to bring about positive change. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Be aware of how habits and behaviours form</li> <li>• Understand the psychological habit loop</li> <li>• Identify and focus on what you want to change</li> <li>• Set yourself an action plan to make positive behavioural changes</li> </ul>                                                          |                                                                                    |
| An introduction to resilience<br><br>           | Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, brings us the core principles and practical advice needed to build our personal resilience via positivity and the ability to successfully deal with change. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand the fundamental principles of personal resilience</li> <li>• Be more aware of the benefits of being open and receptive to change</li> <li>• Think positively and view challenges more optimistically</li> <li>• Take personal responsibility and commit to positive action</li> </ul> |                                                                                    |
| An introduction to behavioural agility<br><br> | Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, shows us how to reduce unhealthy stress and lighten our loads by adopting a growth mindset and embracing change. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Adopt a growth mindset and explore your potential</li> <li>• Understand how to positively embrace change as an essential evolution for personal success</li> <li>• Let go of unhelpful thinking and learn to manage uncertainty and complexity</li> <li>• Tap into your dynamic capability and be bolder</li> </ul>                         |                                                                                    |
| Mental health awareness<br><br>                | This course has been developed by healthcare training experts, Espirita. It seeks to highlight the issues related to mental health disorders and ensure that learners are equipped with practical knowledge on how to recognise, manage and support those suffering from poor mental health—which could include themselves.                                                                                                                                                                                                                                                                                                                          |                                                                                    |

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

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

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

### The LALC Annual Training Scheme (ATS): 1st April 2026—31st March 2027

**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 £15.00 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 £40 plus VAT per delegate for any morning/afternoon/evening session (including refreshments) will apply. There will be a charge of £85 plus VAT per delegate for an all-day in person event (including lunch and refreshments). An all-day remote session will be charged at £70 plus VAT.

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

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

### Bookings

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

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

### Cancellations

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

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

### Contact us

Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

# PAPER L

# Neonatal Care Leave Policy

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**Document History**

Adopted by Council – February 2026  
Reviewed & Adopted –

## 1. About this policy

- 1.1 The purpose of this policy is to set out the arrangements for neonatal care leave, which is intended to help employees whose baby requires specialist neonatal care after birth.

## 2. Who does this policy apply to?

- 2.1 This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

## 3. Neonatal care

- 3.1 **Neonatal care** is medical care of a child that starts within 28 days of birth. This covers any hospital treatment, including treatment in a special care baby unit (SCBU), local neonatal unit (LNU) or neonatal intensive care unit (NICU), as well as treatment in a maternity home, clinic or hospital outpatient department. It also includes ongoing monitoring and home visits from healthcare professionals directed by a consultant and arranged by the hospital where the child was an inpatient. It can include palliative or end of life care.

## 4. Entitlement to neonatal care leave

- 4.1 Neonatal care leave (NCL) is available once a child has received neonatal care for an uninterrupted period of seven days, not counting the day on which the neonatal care starts. Each uninterrupted week of neonatal care is a **qualifying week**. Part weeks are not included.
- 4.2 In adoption cases, a qualifying week only includes time spent in neonatal care after the date the child was placed with you or, for adoption from overseas, after the date the child entered the UK.
- 4.3 You are entitled to one week of NCL for each qualifying week of neonatal care, up to a maximum of 12 weeks.

## 5. Eligibility for neonatal care leave

- 5.1 You may be eligible for neonatal care leave if you are:
- a) The child's parent;
  - b) Their intended parent under a surrogacy arrangement;
  - c) Their adopter or prospective adopter via a UK adoption agency or an adoption from overseas;
  - d) The partner of any of the above at the date of birth or (in the case of adoptions) at the date of placement by a UK adoption agency or the date the child entered the UK if adopting from overseas;

and you have or expect to have responsibility for the child's upbringing (or, if you are the partner of the child's mother, the main responsibility apart from any responsibility of the mother).

## 6. Taking neonatal care leave

- 6.1 NCL cannot be taken during the **waiting period** which is the first week of neonatal care. In many cases you may already be on maternity, paternity, adoption, or shared parental leave during the waiting period. If not, please talk to your manager if you need time off, which may be available as paid holiday or unpaid time off for dependents (see our Time Off for Dependents Policy).
- 6.2 NCL can be taken any time after the waiting period, up to 68 weeks after the date of birth.
- 6.3 The rules for taking NCL depend on whether NCL is being taken in a Tier 1 period or a Tier 2 period. The rules are more flexible during a Tier 1 period.
- 6.4 The **Tier 1 period** starts after the waiting period and lasts until seven days after neonatal care has ended. If you want to start NCL during a Tier 1 period:
- a) Please notify your manager on or before the day you want to start your NCL. If you are giving notice on the day, this should be before the time you are due to start work. If you have already started work, you will start NCL on the following day. You may be able to take the rest of the day off under our Time Off for Dependents Policy where necessary.
  - b) You must tell your manager the child's date of birth, the date neonatal care started and, if it has ended, the date it ended. You must give all the information required under paragraph 7 in writing within 28 days of the start of NCL.
  - c) You can take NCL in one continuous period or split into multiple periods of one or more whole weeks.
  - d) Where you intend to remain on NCL for more than one week, please notify your manager as soon as possible and in any case by the start of each subsequent week of NCL.
- 6.5 The **Tier 2 period** lasts from the end of the Tier 1 period until 68 weeks after the date of birth. If you want to start NCL during a Tier 2 period:
- a) You must give 15 days' notice to take one week of NCL, or 28 days' notice to take two or more weeks of NCL.
  - b) The notice must be in writing and must contain the information set out at paragraph 7.
  - c) NCL must be taken as one continuous period of a whole number of weeks.
- 6.6 If your child is discharged from neonatal care, but neonatal care starts again within the first 28 days after birth for a further qualifying week or more, the Tier 1 period will resume until 7 days after neonatal care ends.
- 6.7 Where neonatal care is ongoing when you give the notice required by paragraph 6.4 or paragraph 6.5, please notify your line manager once the neonatal care ends. If your child starts to receive neonatal care again, please notify your line manager the start and end dates of the further period of neonatal care as soon as possible in each case.

## 7. Written information required

- 7.1 You must provide the following information in writing:

- a) Your name.
- b) Your child's date of birth.
- c) In UK adoption cases, the date of placement, or in overseas adoption cases, the date your child entered Great Britain.
- d) The start and end dates (if known) of any period(s) of neonatal care.
- e) The date the period of NCL started or will start.
- f) The number of weeks of NCL you intend to take or have taken.
- g) A declaration that the purpose of the NCL is to care for your child.

## 8. Cancelling NCL in the Tier 2 period

- 8.1 You can cancel any future weeks of NCL or return early from NCL by telling us at least one week in advance. Shorter notice may be accepted if your manager agrees. However, you cannot return to work part-way through a week of NCL, as it must be taken in whole weeks.

## 9. Neonatal care pay

- 9.1 You may qualify for statutory neonatal care pay (SNCP) during NCL if your average earnings are not less than the lower earnings limit set by the government each tax year, and you have at least 26 weeks' continuous employment by the end of the **relevant week**, which is:
- a) the 15th week before the expected week of childbirth (in birth and surrogacy cases);
  - b) the week in which the adoption agency or local authority notified you of a match (in UK adoption cases); or
  - c) the week before the neonatal care starts (in any other case).

You will already meet these criteria if you have qualified for statutory maternity pay (SMP), statutory paternity pay (SPP), statutory adoption pay (SAP) or Statutory Shared Parental Pay (ShPP).

- 9.2 SNCP is only payable in respect of whole weeks of NCL, at the same rate as statutory paternity pay. The rate is set by the government each tax year.

## 10. Interaction with other family leave

- 10.1 Taking NCL does not affect your entitlement to other family leave and pay, such as maternity leave and pay (see our Maternity Leave Policy), adoption leave and pay, (see our Adoption Leave Policy), paternity leave and pay (see our Paternity Leave Policy), shared parental leave and pay (see our Shared Parental Leave Policy) or parental leave (see our Parental Leave Policy).
- 10.2 If you are taking maternity, adoption, paternity, parental or shared parental leave at the time your child starts neonatal care, you can take your NCL after that leave ends. You must give the relevant period of notice and written information set out above.
- 10.3 If your NCL is interrupted by the start of another pre-booked period of statutory family leave (such as paternity leave, parental leave or shared parental leave) then the

interrupted NCL period will resume straight away after the other leave, provided you are still in the Tier 1 period (that is, if neonatal care is still ongoing or has ended within the last week). If you are now in a Tier 2 period (that is, the neonatal care ended more than a week ago) the remainder of the interrupted NCL must be added onto any further period of NCL that you are intending to take.

- 10.4 Alternatively, if we agree, you may delay the start of the other leave until immediately after the end of your NCL.
- 10.5 When booking a period of NCL in the Tier 2 period you must ensure it will not be interrupted by the start of another period of family leave that you have booked.
- 10.6 For information about time off and other support for neonatal loss, please see our Parental Bereavement Leave Policy.

# PAPER M



3 February 2026

Mr Paul Burkinshaw  
Chief Executive  
West Lindsey District Council  
Guildhall, Marshall's Yard  
Gainsborough, Lincolnshire  
DN21 2NA

Dear Mr Burkinshaw,

**Subject: Community Asset Transfer – Task & Finish Group Recommendations and Rationale**

Further to my letter dated 8 September 2025 regarding the initiation of discussions on Community Asset Transfers, I am writing on behalf of Gainsborough Town Council to formally advise you of the outcomes of the Full Council meeting held on Tuesday 3 February 2026.

Following detailed consideration of information provided by West Lindsey District Council, including indicative maintenance costs and asset responsibilities, the Task & Finish Group resolved to recommend to Full Council that discussions commence, in principle, on the transfer of a number of assets. These recommendations reflect a strategic approach to local stewardship, service continuity, and the protection of key community spaces, particularly in the context of forthcoming local government reorganisation.

The Town Council's rationale for seeking transfer of the identified sites is set out below, including their current use and intended or prospective future use.

## **Operational Assets**

### **Marshall's Sports Ground – Building and Land**

**Current use:** Community sports facilities, including pavilion and playing fields, supporting organised sport and recreational activity.

**Reason for transfer:** The Town Council already has a strong operational and governance interest in community sport provision within Gainsborough. Local ownership would enable more responsive management, improved maintenance planning, and protection from inappropriate development and ensure standards reflect community expectations.

**Prospective use:** Continued use as a multi-sport community facility, with potential for facility enhancement, improved accessibility, and stronger integration with local sports development initiatives.

### **Levellings**

**Current use:** Public open space, play areas, and a football pitch used for recreation, events, and informal leisure.

**Reason for transfer:** The Levellings is a prominent and well-used public space. Local stewardship would allow decisions to be made with direct regard to community needs and



town-wide events.

**Prospective use:** Retention as a public open space, with opportunities to enhance its role as a venue for community events and informal recreation.

### **Richmond House and Gardens**

**Current use:** Council offices, public play area, and gardens, serving as a civic and community hub.

**Reason for transfer:** Richmond House is already central to the Town Council's operations and identity. Bringing both the building and gardens under unified local control would simplify governance and support coherent long-term planning.

**Prospective use:** Continued civic, administrative and community use, alongside preservation and enhancement of the gardens as a valued public amenity.

### **Roses Sports Ground – Building and Land**

**Current use:** Sub-leased to Gainsborough Trinity Foundation, providing community sports facilities supporting organised sport and local clubs.

**Reason for transfer:** As with other sports assets, local ownership would allow closer partnership working with the Gainsborough Trinity Foundation, improved alignment with community priorities, and more flexible management arrangements.

**Prospective use:** Ongoing sports use, with potential improvements to facilities, sustainability, and community access.

## **Possible Future Operational Assets**

### **Cox's Hill Nursery Site**

**Current use:** Vacant/underutilised land, former contractor compound.

**Reason for transfer:** The site presents an opportunity for future burial land. Burial provision is a core local service, and Town Council involvement would support continuity, sensitivity, and long-term planning.

**Prospective use:** Development of burial land to meet identified future demand within Gainsborough.

### **General Cemetery Land**

**Current use:** Vacant/underutilised land.

**Reason for transfer:** To enable provision of cremated remains graves and the development of a memorial or reflection garden.

**Prospective use:** Development of burial land to meet identified future demand within Gainsborough.

### **Queensfield Playing Field**

**Current use:** Public playing field and recreational open space.

**Reason for transfer:** The site presents an opportunity for future burial land to extend North Warren Cemetery and could serve Morton residents, as their burial ground has limited capacity remaining.

**Prospective use:** Potential future burial land to support the extension of North Warren



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Cemetery. Development would be subject to appropriate assessment and consultation and would provide a sustainable long-term solution to burial capacity pressures.

### **Richmond House Lodge**

**Current use:** Ancillary property associated with Richmond House.

**Reason for transfer:** Transfer would support coherent management of the wider Richmond House estate.

**Prospective use:** Continued ancillary or community-supporting use, aligned with the operational needs of Richmond House and the surrounding gardens.

### **Protection of Public Green Spaces**

The Town Council is particularly keen to ensure the long-term protection of valued public green spaces through local ownership or appropriate safeguards, including:

- **Land at Ashcroft Road (Play Park)**
- **Baltic Mill Land**
- **Whitton Gardens**
- **Caskgate Street Land (Former Guildhall Site)**
- **Corringham Road (The Gap)**

**Current use:** Public open spaces providing recreational, environmental, and amenity value.

**Reason for transfer:** These sites contribute significantly to the character, health, and wellbeing of the town. Local stewardship would help protect them from future uncertainty and ensure decisions remain community-focused.

**Prospective use:** Continued use as public green spaces, with maintenance and enhancement prioritised in line with community expectations and environmental sustainability.

Gainsborough Town Council recognises that the transfer of assets brings both opportunities and responsibilities. The Council also recognises that asset transfer requires careful consideration of long-term financial sustainability, maintenance liabilities, and governance arrangements. Any proposed transfer would therefore be subject to further due diligence, including condition surveys, business planning, and agreement on appropriate terms, to ensure the assets can be managed responsibly for the long-term benefit of the community.

We would welcome the opportunity to continue discussions with West Lindsey District Council to explore the practical, legal, and financial considerations associated with these proposed transfers and to agree next steps.

Thank you for your continued engagement, and I look forward to working collaboratively to progress this matter.

Yours sincerely,  
Rachel Allbones  
Town Clerk

# PAPER N

# Councillor Laptop Use & Return Agreement

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Document History

Adopted by Council – 3 February 2026  
Reviewed & Adopted –

## 1. Introduction

- 1.1 This Agreement sets out the terms and conditions under which Gainsborough Town Council ("the Council") provides a laptop computer to a Councillor for the purpose of carrying out Council business.
- 1.2 This Agreement is aligned with relevant National Association of Local Councils (NALC) Model Policies, including guidance on Information Technology, Data Protection, and Councillor Conduct, and should be read in conjunction with the Council's Standing Orders and Code of Conduct.

## 2. Equipment Details

- 2.1 The Council issues the following equipment to the Councillor:
  - i. Device: HP 255R G10 Laptop
  - ii. Screen Size: 15"
  - iii. Specification: 16GB RAM, 512GB SSD
  - iv. Operating System: Windows 11 Pro
  - v. Accessories (if applicable): Charger / Case / Other: \_\_\_\_\_
  - vi. Serial Number: \_\_\_\_\_
- 2.2 The equipment always remains the property of Gainsborough Town Council.

## 3. Purpose of Use

- 3.1 The laptop is provided exclusively for Council-related duties in accordance with the Council's Standing Orders and the Councillors' Code of Conduct, including but not limited to:
  - i. Accessing Council email accounts and official documents
  - ii. Preparing for and attending Council or Committee meetings (in person or remotely)
  - iii. Research, correspondence, and administration directly connected to Council business
- 3.2 Personal use is not permitted, except where incidental and unavoidable (for example, brief personal internet access while travelling), and must never:
  - i. Interfere with the performance of Council duties
  - ii. Breach the Councillors' Code of Conduct
  - iii. Breach the Council's Data Protection, Information Security, or Acceptable Use policies
  - iv. Bring the Council into disrepute
- 3.3 The laptop must not be used for party-political purposes or for any activity that would conflict with the Councillor's obligations under the Code of Conduct.

## 4. Acceptable Use

- 4.1 The Councillor agrees to:

- i. Take all reasonable care of the laptop and any accessories
- ii. Use the device strictly in line with:
  - o The Council's Standing Orders
  - o The Councillors' Code of Conduct
  - o NALC Model Policies and guidance where adopted by the Council
  - o The Council's Data Protection and Information Security policies
- iii. Not install, download, or use unauthorised software, applications, or cloud services
- iv. Not alter system settings, security controls, or user accounts
- v. Not allow the device to be used by any other person, including family members
- vi. Ensure the device is secured with a strong password, PIN, or biometric protection
- vii. Lock the device when unattended and store it securely when not in use
- viii. Immediately report any faults, loss, theft, or damage to the Town Clerk

## **5. Data Protection & Security**

### **5.1 The Councillor must:**

- i. Comply at all times with the UK GDPR and the Data Protection Act 2018
- ii. Act in accordance with the Councillors' Code of Conduct in relation to confidentiality and information handling
- iii. Ensure personal data and confidential information is accessed, stored, and transmitted securely
- iv. Use only Council-approved email accounts and systems for Council business
- v. Not copy or transfer Council data to personal devices, email accounts, or external storage without written authorisation
- vi. Acknowledge that the laptop is subject to remote management by the Council's appointed external IT support provider. Any decision to apply remote management measures, including remote wiping of the device, will be made by the Council. Councillors will be informed that remote management applies to the device and, where practicable, prior to any remote wiping being carried out.

## **6. Loss, Theft, or Damage**

- i. Any loss, theft, or damage must be reported to the Town Clerk immediately
- ii. In cases of theft, a police crime reference number must be provided
- iii. The Councillor may be held responsible for replacement or repair costs where loss or damage results from negligence or misuse

## **7. Return of Equipment**

### **7.1 The Councillor agrees to return the laptop and all accessories:**

- i. Upon resignation, disqualification, or cessation of office

- ii. At the end of the Council term, if requested
- iii. Immediately upon request by the Council

7.2 All equipment must be returned in good working order, subject to fair wear and tear.

## **8. Inspection and Maintenance**

- 8.1 The Council reserves the right to:
- i. Inspect the laptop at any reasonable time
  - ii. Carry out maintenance, updates, or security checks
  - iii. Replace the device if required

## **9. Breach of Agreement**

- 9.1 Failure to comply with this Agreement, the Council's Standing Orders, or the Councillors' Code of Conduct may result in:
- i. Immediate withdrawal of the laptop
  - ii. Referral to the Monitoring Officer, where appropriate
  - iii. Further action in line with the Council's adopted procedures and NALC guidance

## **10. Acceptance**

- 10.1 By signing below, the Councillor confirms that they have read, understood, and agree to comply with the terms of this Agreement.

Councillor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of Gainsborough Town Council

Name: Rachel Allbones

Role: Town Clerk

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PAPER O

# PAPER P

## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 29 January 2026



**Gainsborough**  
TOWN COUNCIL

### Subject: Annual Assembly of the Town Meeting

## 1. Summary

The Council needs to consider the date and format of the Annual Town Meeting or less equivocal the Annual Assembly of the Town Meeting.

## 2. Background

The Annual Town Meeting as it is commonly known, is often confused with the Annual Meeting of the Town Council. The two meetings are quite separate.

A Parish Meeting (or Town Meeting) must be held once a year, between 1st March and the 1st June (inclusive), i.e. the Annual Meeting. The meeting should not commence before 6:00pm but it may commence later.

The Annual Town Meeting is usually summoned by the Chair of the Town Council, but it may also be called by two Councillors or six local electors. The meeting is **not** called by the Town Clerk.

The notice of the meeting must be given with 7 clear days' in advance.

Because the Annual Town Meeting is a meeting of all the local government electors for the Parish and **not** a meeting of the Town Council care should be taken with the room layout to avoid any impression that this is a Town Council Meeting.

Town Councillors attending the meeting do so either as an elector or a non-electors with the exception of the Council's Chair.

It is common for the Mayor/Chair to give a Chair's report. This could contain preliminary Y/E financial reports.

Other suggested content of the meeting may be:

- Report on the Mayor's fund raising for charity.
- A report on the grants given by the Council – this may also be an opportunity for the grant recipients to showcase their cause.
- Opportunity for local organisations such as schools, voluntary organisations, charities etc to talk about their cause.

The format of the meeting is not prescribed in too much detail. Many towns and villages provide refreshments, for instance.

## 3. 2024 Annual Town Meeting

The 2024 Annual Town Meeting was held at Marshalls Sports Ground Function Room on Thursday 18 April 2024. The agenda for the meeting is below:

1. *Welcome by the Town Mayor, Councillor Caz Davies*
2. *Approve and sign the Minutes of the Annual Town Meeting held on Thursday 9 March 2023*

3. *Matters arising from the Minutes*
4. *Town Mayor's Report – Councillor Caz Davies*
5. *Presentations from local community organisations:*
  - a. *West Lindsey District Council – Levelling Up Fund*
  - b. *LCC Councillor Richard Davies – Gainsborough Transport Strategy*
  - c. *Gainsborough Trinity Foundation*
  - d. *Night Light Café*
  - e. *Salvation Army Food Bank*
  - f. *Shaw Trust*
  - g. *Changing Places*
  - h. *Bearded Fishermen*
6. **OPEN FORUM** – *questions, comments and concerns by any Local Government Elector concerning the Town's affairs.*

The meeting was attended by 11 speakers, 7 info stall participants, 1 other participant, 20 members of public, 2 staff.

#### **4. 2025 Annual Town Meeting**

The 2025 Annual Town Meeting was held at Marshalls Sports Ground Function Room on Thursday 1 May 2025. The agenda for the meeting is below:

1. *Welcome by the Town Mayor, Councillor James Plastow*
2. *To approve (or otherwise) the Minutes of the Annual Town Meeting held on Thursday 18<sup>th</sup> April 2024.*
3. *To receive a report by the 2024-2025 Town Mayor, Councillor Kenneth Woolley, on the Town Council's work and their mayoral year.*
4. *Presentations by organisations and individuals, providing an overview of the work they are doing in Gainsborough:*
  - a. *West Lindsey District Council – Levelling Up – Thriving Gainsborough*
  - b. *Gainsborough Night Light Café*
  - c. *St John Ambulance Service*
  - d. *North Notts & Lincolnshire Rail Partnership*
5. *An opportunity for residents to ask questions, make comments or raise concerns regarding the Town.*

The meeting was attended by 7 speakers, 21 members of public, 3 staff.

#### **5. 2026 Annual Town Meeting**

The date and venue scheduled for the 2026 meeting is Thursday 30 April 2026 at 6pm at Marshalls Sports Ground Function Room.

Officers are of the opinion to only have 4/5 speakers as the 2024 meeting exceeded 3 hours.

As of 23 January 2026 the following organisations have been invited to participate and their response has also been stated:

1. *Gainsborough Trinity Foundation – unable to attend.*
2. *Lincolnshire County Council Highways – will inform at the start of April if the portfolio holder for Highways can attend.*
3. *Gainsborough Police – response pending.*

#### **6. Recommendation**

- i. *To confirm organisations to invite to present at the meeting.*

# PAPER Q

## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 29 January 2026



Gainsborough  
TOWN COUNCIL

### Subject: Correspondence Previously Circulated

- CCLA: Investor Briefing - February 2026 – 2 January 2026
- Lincolnshire Police: Monthly Updates for West Lindsey – 5 January 2026
- WLDC: Letter from Minister Re: May 2026 Local Elections – 7 January 2026
- LCC: Let's talk about 2026-27 budgets - 7 January 2026
- STEP Fusion – Pre-Application Stage One Consultation: 14 January to 11 March 2026 – 9 January 2026
- LALC: E-news 09/01/26 & January Training Bulletin – 9 January 2026
- Lincolnshire Police: OPCC commissioned research – 12 January 2026
- Lincolnshire Police: Update / Request - 15 January 2026
- WLDC: Parish & Town Council Online Briefing (Monday 2 February 6pm) - Local Government Reorganisation in Lincolnshire – 20 January 2026
- WLDC: Information for Town Councillors - 20 January 2026
- Lincolnshire Police: Update / Request - 20 January 2026
- Brown & Mason: West Burton Power Station Demolition - Brown & Mason - 22 January 2026
- NALC: Chief executive's bulletin - 22 January 2026
- Lincolnshire Police: Introduction - 22 January 2026
- LALC: E-news 23/01/26 - 23 January 2026
- LCC: Greater Lincolnshire Nature Recovery Strategy – 27 January 2026
- LCC: Town and parish council newsletter January 2026 - 27 January 2026

#### 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                                       |