

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



FULL COUNCIL AGENDA

To: All Members of Gainsborough Town Council:

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

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

FC26/173 Apologies for Absence

To note apologies for absence.

FC26/174 Declarations of Interest

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

FC26/175 Dispensation Requests

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

FC26/176 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 accordingly.

FC26/177 Minutes of the Previous Meeting

To receive and resolve to sign as a true and accurate record the minutes of the Council meeting held on Tuesday 3 February 2026.

Paper A (pages 4 to 8)

FC26/178 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, Tuesday 10 February 2026
Paper B (pages 9 to 11)
- ii. Personnel Committee, Wednesday 11 February 2026
Paper C (pages 12 to 16)
- iii. Planning Committee, Tuesday 17 February 2026
Paper D (pages 17 to 22)
- iv. Neighbourhood Plan Working Group, Thursday 19 February 2026
Paper E (pages 23 to 25)
- v. Finance and Strategy Committee, Tuesday 24 February 2026
Paper F (pages 26 to 29)
- vi. Community Emergency Plan Working Group, Thursday 26 February 2026
Paper G (pages 30 to 32)

FC26/179 Announcements

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper H** (pages 33 to 70)

FC26/180 Recommendation made by Committee

To consider the following recommendation from Finance and Strategy Committee meeting held on Tuesday 24 February 2026 (FS26/150 Councillor Laptop Use & Return Agreement):

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

Paper I (pages 71 to 75)

FC26/181 Direct Debit and BACS Payment Approval

To consider approval, in accordance with Financial Regulations 7.10, 8.7 and 8.8, for payments to be made by Direct Debit and BACS.

Paper J (pages 76 to 79)

FC26/182 Annual Town Meeting

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

Paper K (pages 80 to 83)

FC26/183 Local Government Reorganisation

To consider any recent updates.

All four proposals are out for consultation. Members of the public may take part via the [government's consultation website](#) before **26 March 2026**

FC26/184 Correspondence

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

Paper L (pages 84 to 85)

FC26/185 Items for Notification

- i. Debt Write Off

FC26/186 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 7 April 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 26 February 2026

PAPER A

Gainsborough Town Council

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DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 3 February 2026** at **6:57pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Kenneth Woolley (Chair)

Councillor Sheila Bibb
Councillor Stephen Blogg
Councillor Richard Craig
Councillor Michael Devine
Councillor Richard Doy
Councillor Paul Key
Councillor Glenn Puxty

Councillor Mark Binns
Councillor Nicholas Coxon
Councillor Caz Davies
Councillor David Dobbie
Councillor Paul Hooton
Councillor Douglas Owles
Councillor Richard Thompson

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

FC26/154 Apologies for Absence

Apologies were received from Councillors Bowler, Dannatt, Plastow.

FC26/155 Declarations of Interest

No declarations of interest were declared.

FC26/156 Dispensation Requests

No dispensation requests were made.

FC26/157 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FC26/166 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FC26/158 Minutes of the Previous Meeting (Papers A & B)

RESOLVED: that the minutes of the Council meetings held on Tuesday 6 January 2026 and Tuesday 13 January 2026 be approved as a as a true and accurate record and signed by the Chair.

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

FC26/159 Committee Meeting Minutes (Papers C - J)

- i. Community Emergency Plan Working Group, Friday 9 January 2026
- ii. Property and Services Committee, Tuesday 13 January 2026
- iii. Personnel Committee, Wednesday 14 January 2026
- iv. Neighbourhood Plan Working Group, Thursday 15 January 2026
- v. Community Emergency Plan Working Group, Tuesday 20 January 2026
- vi. Planning Committee, Tuesday 20 January 2026
- vii. Asset Transfer Working Group, Wednesday 21 January 2026
- viii. Finance and Strategy Committee, Tuesday 27 January 2026

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

FC26/160 Announcements (Paper K)

- i. Chair of Council

The Chair advised of events he had attended, of the upcoming Civic Service on 8 February, and his Civic Dinner he is organising for 24 April.

- ii. Leader of Council

The Leader updated Members on recent meetings attended.

- iii. Representatives on Outside Bodies

Cllr Hooton updated Members on the progress of the St John Ambulance Gainsborough cadets group.

- iv. Town Clerk

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

FC26/161 Committee Vacancies

RESOLVED: to appoint Councillor Blogg to the Personnel Committee, and Councillor Thompson as a substitute member for the remainder of the 2025-26 municipal year.

FC26/162 Recommendation made by Committee

Property and Services Committee meeting held on 13 January 2026 (PS26/071 Richmond House Guttering):

RESOLVED: To approve 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 (Paper L)

Personnel Committee meeting held on 14 January 2026 (PC26/045 Neonatal Care Leave Policy):

RESOLVED: To adopt a Neonatal Care Leave Policy.

FC26/164 Recommendation made by Committee (Paper M)

Asset Transfer Task & Finish Group meeting held on Wednesday 21 January 2026 (AT26/016 WLDC Property and Asset Review)

RESOLVED: That conversations commence with West Lindsey District Council to

explore, in principle, the transfer of the following sites, and approve the letter to WLDC:

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)

FC26/165 Recommendation made by Committee (Paper N)

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.

RESOLVED: To remove the words “for party-political purposes or” from 3.3, ask WLDC for a copy of their agreement and refer back to Finance and Strategy Committee.

Note: Councillors Bibb and Craig left the meeting at 7:38pm.

FC26/166 Richmond House Condition Report and Feasibility Study (Paper O)

RESOLVED: To

1. **Approve** the Town Clerk continuing to work collaboratively with West Lindsey District Council to jointly commission:
 - an updated condition survey of Richmond House; and
 - a feasibility study to explore the future potential use of the building.
2. **Approve** the allocation of funding from earmarked reserves to meet the Council's share of the agreed costs.
3. **Note** that a further report will be brought back to Members once the surveys and feasibility work have been completed, setting out findings, options, and any recommendations for future action.

FC26/167 Annual Civic Service Date

RESOLVED: To book All Saints Parish Church on an annual basis for the third Sunday of September for the annual Civic Service.

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

FC26/168 Annual Town Meeting (Paper P)

RESOLVED: To

- i. Invite STEP Fusion to present
- ii. Invite WLDC to present about LGR
- iii. Invite Andys Man Club to either present or have a stall
- iv. Invite St John Ambulance to have a stall
- v. Invite Gainsborough Neighbourhood Plan to either present or have a stall
- vi. Set the format to have an interval for attendees to look around the stalls

FC26/169 Local Government Reorganisation

RESOLVED: to NOTE the update from the Town Clerk regarding the WLDC Briefing she attended on Monday 2 February.

FC26/170 Correspondence (Paper Q)

RESOLVED: to NOTE the correspondence circulated.

FC26/171 Items for Notification

- i. Debt Write Off

FC26/172 Time and Date of Next Meeting

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

The meeting closed at 8:09pm.

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

PAPER B

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DRAFT COMMUNITY EMERGENCY PLAN WORKING GROUP MINUTES

Minutes of the Community Emergency Plan Working Group meeting held on **Tuesday 10 February 2026** at **10:00am** 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
Councillor Richard Thompson

In Attendance:
Rachel Allbones
Amanda Clarke

Town Clerk
Communities Officer

EP26/023 Apologies for Absence

Apologies for absence were received from Councillor K Woolley.

EP26/024 Declarations of Interest

No declarations of interest were received.

EP26/025 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Community Emergency Plan Working Group meeting held on Tuesday 20 January 2026 be approved as a as a true and accurate record and signed by the Chair.

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

EP26/026 Community Emergency Plan (Paper B - D)

RESOLVED:

- To insert recommended wording on Page 2 of the plan.
- To appoint one Deputy CERT per ward.
- That Councillor Owles to be Deputy CERT for North East Ward and potentially Hill Ward should Councillor Dobbie decline the role..
- That Councillor Thompson to be a CERT Member for Trent Ward.
- That Councillor Bibb be appointed Cert Emergency Support Manager for all four wards.
- That, should two emergency kits be provided, the second location be Marshalls Sports Ground Pavilion.
- To remove Pandemic, Gas Explosions, Oil spillages and Explosions from petrol stations from the list of Local Hazards.
- Update Vulnerable People locations.

Initialled:

Community Emergency Plan Working Group minutes 2025-26

EP26/027 Time and Date of Next Meeting

RESOLVED: That the next meeting be held on Thursday 26 February 2026 at 10:00am at Richmond House, Morton Terrace.

The meeting closed at 11:55pm.

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

DRAFT

PAPER C

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 11 February 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 Paul Hooton

Councillor Doug Owles

Councillor Richard Thompson (sub)

Councillor Nigel Bowler

Councillor Paul Key

Councillor Kenneth Woolley

In Attendance:

Rachel Allbones

Sean Alcock

Town Clerk

Operations Manager

PC26/052 Apologies for Absence

Apologies for absence were received from Councillors S Blogg, D Dannatt.

PC26/053 Declarations of Interest

No declarations of interest were made.

PC26/054 Dispensation Requests

No dispensation requests were received.

PC26/055 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items PC26/063 and PC26/064 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/056 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Personnel Committee meeting held on Wednesday 14 January 2026 be approved as a as a true and accurate record and signed by the Chair.

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

RESOLVED: Under Standing Order 10.1f the order of business was changed to take item PC26/064 next.

PC26/064 Personnel Matter (Paper I)

RESOLVED: To approve request as per page 14.

Note: Councillor Key voted against the above resolution.

Note: Councillor Woolley left the meeting at 6:53pm.

PC26/057 Sickness Absence Policy Review (Paper B)

RESOLVED: To adopt the reviewed Sickness Absence Policy with the inclusion of "or voluntary" in point 4 below.

During periods of sickness absence, employees must not undertake paid or voluntary work for another employer or for any business established by the employee without prior written permission.

Note: Councillor Key voted against the above resolution.

PC26/058 Whistleblowing and Confidential Reporting Policy Review (Paper C)

RESOLVED: To adopt the reviewed Whistleblowing and Confidential Reporting Policy.

PC26/059 Expenses Policy Review (Paper D)

RESOLVED: To adopt the reviewed Expenses Policy.

PC26/060 Dignity at Work Policy Review (Paper E)

RESOLVED: To adopt the reviewed Dignity at Work Policy.

PC26/061 Pension Discretions Policy Review (Paper F)

RESOLVED: To adopt the reviewed Pension Discretions Policy.

PC26/062 Acting up / Additional Duties Policy (Paper G)

RESOLVED: To remove from the Council's policy portfolio the Acting Up / Additional Duties Policy.

PC26/063 Caretaker Provision (Paper H)

RESOLVED:

- i. To appoint two permanent Caretakers on individual contracts, with combined hours of up to 40 per week.
- ii. To prepare working hours arrangements, allowing for potential seasonal variations.
- iii. To prepare a recruitment pack, including a job description and person specification, for approval at the next meeting.
- iv. That the unbudgeted salary cost be earmarked at Year End.
- v. To investigate options for tracking work mobile phones to assist with lone working arrangements.
- vi. To continue with regular users acting as key holders. Options for upgrading the locking system to be referred to the Property and Services Committee.

PC26/065 Items for Notification

Initialled:

Personnel Committee minutes 2025-26

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

- i. Equality and Diversity Policy – March 2026
- ii. Data Protection Policy for HR-related Data – April 2026
- iii. Call-out Provision
- iv. Shared Parental Leave Policy Review
- v. Adoption Leave Policy Review
- vi. Parental Bereavement Policy Review
- vii. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- viii. No Smoking Policy Review
- ix. Mobile Phone Policy Review

PC26/066 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 7:50pm.

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

PAPER D

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DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 17 February 2026** at **6:30pm** in the reading room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Glenn Puxty (Chair)

Councillor David Dobbie (arrived at 6:37pm) Councillor Paul Key

Councillor Doug Owles

Councillor Richard Thompson

In Attendance:

Natasha Gardener

Assistant Clerk

PL26/194 Apologies for Absence

Apologies for absence were received from Councillors M Binns, S Blogg, M Devine, P Hooton, K Woolley.

PL26/195 Declarations of Interest

No declaration of interest were declared.

PL26/196 Dispensation Requests

No dispensation requests were received.

PL26/197 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL26/198 Minutes of the Previous Meeting

RESOLVED: That the minutes of the Planning Committee meeting held on Tuesday 20 January 2026 be approved as a true and accurate record and signed by the Chair.

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

PL26/199 Planning Application

[Application Ref No: WL/2026/00062 \(received 23/01/26\) any observations to make on the application, please make them by 13/02/2026](#)

[Proposal: Advertisement consent to display 1no. illuminated fascia sign.](#)

[Location: Evans Halshaw Ford Centre, Lea Road, Gainsborough](#)

RESOLVED: To note that time to make comments had passed.

PL26/200 Planning Application

Application Ref No: [WL/2024/00030](#) (received 04/02/26) any observations to make on the application, please make them by 25/02/2026

Proposal: Planning application for 6 new access points associated with Phase 2.

Location: Land at Foxby Lane, Gainsborough

Application has been amended as follows:

To extend the red line and add 5 additional accesses of Foxby Lane

Note: 6:37pm – Councillor Key left the meeting.

Note: 6:37pm – Councillor Dobbie arrived at the meeting. Councillor Key returned to the meeting.

RESOLVED: To comment about protecting the green wedge opposite Morrisons that goes up to the road and down to the rural trackway as it adds to the rural character of the entranceway into the town. If there is going to be that many access points, to request a review of the speed limit to 30mph along Foxby Lane.

Note: Councillor Key voted against on the above resolution.

PL26/201 Planning Application

Application Ref No: [WL/2026/00149](#) (received 11/02/26) any observations to make on the application, please make them by 16/03/2026

Proposal: Planning application for demolition of existing building and redevelopment of site for residential development of 64no. apartments being variation of conditions 2, 4, 5 & 6 of planning permission 145244 granted 6 April 2023 - agree method of demolition and to amend the wording of conditions.

Location: Gleadells Wharf, Bridge Street, Gainsborough

RESOLVED: To support the application.

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

PL26/202 Decision Notice (Paper B)

Application Ref No: **WL/2025/01252 GRANTED** (Delegated)

Proposal: T1 Oak - Reduce height to ~18.0m and crown radius to ~6.0m leaving balanced crown. T2 Oak - Reduce height to ~18.0m and crown radius to ~6.0m leaving balanced crown. T3 Oak - Reduce height to ~16.0m and crown radius to ~7.0m leaving balanced crown. TPO T19, T18 and T17 respectively, of Tree Preservation Order Gainsborough 1955.

Location: 6 Mayflower Close, Gainsborough

RESOLVED: To NOTE the decision notice, but to request clarification on if these applications were discussed at the Town Council's Planning Committee.

PL26/203 Decision Notice (Paper C)

Application Ref No: **WL/2025/01216 GRANTED** (Delegated)

Proposal: 2843 Sycamore - Fell. 659 Sycamore - Fell. 2844 Sycamore - Fell. Within A1 of Tree Preservation Order Gainsborough 1961.

Location: Tighe Bruadair, Summer Hill, Gainsborough

RESOLVED: To NOTE the decision notice, but to request clarification on if these applications were discussed at the Town Council's Planning Committee.

PL26/204 Decision Notice (Paper D)

Application Ref No: WL/2025/01155 GRANTED (Delegated)

Proposal: T1040 beech - fell. T1042 beech - fell. T1043 sycamore - fell. T859 horse chestnut - lift crown to give shed roof 4m clearance. A1 of Tree Preservation Order Gainsborough 1961.

Location: Highfield House, Summer Hill, Gainsborough

RESOLVED: To NOTE the decision notice, but to request clarification on if these applications were discussed at the Town Council's Planning Committee.

PL26/205 Decision Notice (Paper E)

Application Ref No: WL/2025/01128 GRANTED (Delegated)

Proposal: Sycamore T871 - reduce to 10m height. T18 of Tree Preservation Order Gainsborough 1961.

Location: Summer Hill House, Summer Hill, Gainsborough

RESOLVED: To NOTE the decision notice, but to request clarification on if these applications were discussed at the Town Council's Planning Committee.

PL26/206 Decision Notice (Paper F)

Application Ref No: WL/2025/01059 GRANTED (Delegated)

Proposal: Listed building consent for façade renovation works including 2no. replacement windows and shop front.

Location: 33 Market Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/207 Decision Notice (Paper G)

Application Ref No: WL/2025/01058 GRANTED (Delegated)

Proposal: Planning application for façade renovation works including 2no. replacement windows and shop front.

Location: 33 Market Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/208 Decision Notice (Paper H)

Application Ref No: WL/2025/00972 GRANTED (Delegated)

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

Location: Land at Foxby Lane, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/209 Decision Notice (Paper I)

Application Ref No: WL/2025/00348 GRANTED (Delegated)

Proposal: Planning application for 9no. flats, secure bin storage and cycle storage, and off road parking

Location: Land at North Street (Rear of Friendship Hotel), Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/210 Decision Notice (Paper J)

Application Ref No: WL/2025/00965 GRANTED (Delegated)

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

Location: Lidl UK GMBH, Beaumont Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/211 Street Naming Requests

No street naming requests were received.

PL26/212 Tree Preservation Orders

No tree preservation orders were received.

Note: Councillor Dobbie requested it be noted that tree preservation orders hadn't come through to the Town Council's Planning Committee.

PL26/213 Changes to Hedge Height Legislation

RESOLVED: To NOTE the below response from WLDC regarding hedge height legislation.

The legislation has not changed nor is there any planned changes. The high hedges legislation is within Part 8 of the Anti- Social Behaviour Act 2003.

Hedges can be grown to any height; there is no maximum hedge height. It is only if the hedge is having an adverse impact on a neighbours enjoyment of their property because of its height that a high hedge complaint could be made to the Council as a last resort, and if the case is taken on, the Council would assess the situation to see if the hedge needs reducing in height and if so, to what height.

PL26/214 Items for Notification

- i. DMMO Application for footpath from Mayfield to Margaret Close
- ii. Asset Transfer Response – Queensfield Playing Field

PL26/215 Time and Date of Next Meeting

RESOLVED: To NOTE the next Planning Committee meeting is scheduled for Tuesday 17 March 2026 at 6:30pm.

The meeting closed at 7:26pm.

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

DRAFT

PAPER E

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DRAFT NEIGHBOURHOOD PLAN WORKING GROUP MINUTES

Minutes of the Neighbourhood Plan Working Group meeting held on **Thursday 19 February 2026** at **11:00am** 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
Mr Sam Brightman
Mr John Lydon

Councillor Paul Hooton
Councillor Doug Owles
Mr Barry Coward
Mr John Rodgers

In Attendance:

Rachel Allbones
Natasha Gardener

Town Clerk & Responsible Finance Officer
Assistant Clerk

Also Present:

Helen Metcalfe – Planning With People

NP26/018 Apologies for Absence

Apologies were received from Councillors D Dobbie and K Woolley and Barry Rocks.

NP26/019 Declarations of Interest

No declarations of interest were received.

NP26/020 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Neighbourhood Plan Working Group meeting held on Thursday 15 January 2026 be approved as a as a true and accurate record and signed by the Chair.

NP26/021 Scope of Neighbourhood Plan Review (Paper B)

- Helen Metcalfe reviewed the scoping document with Members.
- Noted that new and improved maps are required for the review.
- **Action:** Town Clerk to look up application references for new large developments.
- **Action:** Town Clerk to forward WLDC contact involved with the CLLP review to Helen.

NP26/022 Update from Town Centre & Riverside Group

- Councillor Craig will provide a written report.

Initialled:

Neighbourhood Plan Working Group minutes 2025-26

- Meeting with Marshalls Yard scheduled for 23 February; consultation events on Market Place market days proposed.
- Council considering a quarterly newsletter; Town Clerk to raise at a future Finance and Strategy Committee meeting.

NP26/023 Update from Green Spaces Group

- John Lydon provided an update on the green trial with the Together Initiative (Foxby Lane to Thonock Hill).
- **Action:** Mark the route on a map for the next meeting.

NP26/024 Update from New Developments Group

John Rodgers highlighted:

- New bookstore in Marshalls Yard
- STEO Fusion project
- Gleadells Wharf planning application

NP26/025 Update from Transportation Group (Paper C)

RESOLVED: To note the update received from Transportation Group.

NP26/026 Update from Employment Group

- Sam Brightman requested Albions Works site be allocated as mixed use rather than solely residential.
- Heapham Road South Industrial Estate nearing capacity.

NP26/027 Update from Heritage, Leisure & Tourism Group

- WLDC Heritage grants have significantly improved the appearance of the town centre.

NP26/028 Update from Community Facilities Group

- Map 4 and Appendix B require updating.

NP26/029 Time and Date of Next Meeting

RESOLVED: the date and time of the next Neighbourhood Plan Working Group meeting will be held on Thursday 26 March 2026 at 10:00am at Richmond House, Morton Terrace.

The meeting closed at 12:46pm.

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

PAPER F

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DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 24 February 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 Paul Hooton
Councillor Richard Thompson (sub)

Councillor Stephen Blogg
Councillor Michael Devine
Councillor Paul Key

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

FS26/142 Apologies for Absence

Apologies were received from Councillors Dobbie, Woolley.

FS26/143 Declarations of Interest

No declarations of interest were declared.

FS26/144 Dispensation Requests

No dispensation requests were received.

FS26/145 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items FS26/151, FS26/152 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS26/146 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Finance and Strategy Committee meeting held on Tuesday 27 January 2026 be approved as a true and accurate record and signed by the Chair.

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

FS26/147 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 19 February 2026.

Initialled:

- ii. Cashbook Summary (including due and unpaid transactions) for 19 February 2026.
- iii. Budget Comparison Report (including due and unpaid transactions) for 19 February 2026.

FS26/148 Bank Reconciliation (Paper E)

RESOLVED: That the monthly bank reconciliations for 31 January 2026 be approved and signed, with the following closing balances:

- HSBC Current/Deposit Account: £76,259.34
- CCLA: £430,000.00

FS26/149 Investment Strategy Review (Papers F & G)

RESOLVED: To adopt updated Investment Strategy.

FS26/150 Councillor Laptop Use & Return Agreement (Paper H)

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

FS26/151 Fee Waiver Request (Paper I)

RESOLVED: That the request to suspend the increase in fees for 2026/27 be rejected; however, as a goodwill gesture, an additional free week be offered during the 2025/26 financial year.

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

FS26/152 Marshalls Bowls Club Lease (Paper J)

RESOLVED: To approve the draft Lease and authorise the Town Clerk to progress the matter subject to completion of the legal process and receipt of the Licence to Underlet.

FS26/153 Items for Notification

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

- i. Community Grants - March
- ii. Earmarked Reserves Review – March
- iii. Internal Controls - March
- iv. Debtor Review – March
- v. Asset Register Review - March
- vi. Love Lane Allotment Garages - March
- vii. Risk Management Policy & Register Review – April
- viii. Operation Bridges Review
- ix. Civic Protocol
- x. Registrar Lease renewal
- xi. Unity Trust Bank
- xii. Strategic Plan
- xiii. LCAS Silver Status submission

FS26/154 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 31 March 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:29pm.

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 26 February 2026** at **10:00am** 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
 Councillor Richard Thompson

Also Present: Councillor David Dobbie

In Attendance:
 Rachel Allbones
 Amanda Clarke
 Town Clerk
 Communities Officer

Prior to the meeting commencing Dr Andrew Pledger, Head of Hydromorphometry and Flood for UDLive held an onboarding session. UDLive is working with Lincolnshire County Council on Project Groundwater Greater Lincolnshire as the supplier of flood-monitoring equipment and associated services.

The session covered:

- An overview of the sensors and how they relate to Project Groundwater Greater Lincolnshire
- The steps required to access Portal (UDLive's web-based dashboard) to view real-time data and receive alerts from the installed sensors
- The location and nature of training resources to support you in using Portal.

EP26/028 Apologies for Absence

Apologies for absence were received from Councillor K Woolley.

EP26/029 Declarations of Interest

No declarations of interest were received.

EP26/030 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Community Emergency Plan Working Group meeting held on Tuesday 10 February 2026 be approved as a as a true and accurate record and signed by the Chair.

EP26/031 Community Emergency Plan (Paper B - D)

RESOLVED: To await responses from potential places of safety, deadline for responses is Friday 6 March. Alternatives places of safety to contact subject to awaiting responses of Hilltop Club for East Ward and Gladstone House for North West Ward.

EP26/032 Project Groundwater Greater Lincolnshire (Paper E)

Members reviewed the map for the proposed locations for the flood alarm system devices.

RESOLVED: That Members are happy with the proposed locations for the flood alarm system devices.

Councillor Owles noted that Floodline was a good tool for resident to sign up to for flood warnings.

EP26/033 Time and Date of Next Meeting

RESOLVED: That the next meeting be held on Wednesday 18 March 2026 at 10:00am at Richmond House, Morton Terrace.

The meeting closed at 11:06am.

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

PAPER H

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 26 February 2026


Gainsborough
TOWN COUNCIL

Subject: Town Clerk's Report

1. Summary

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

2. Incidents of Anti-Social Behaviour (ASB)

Number	Date Identified	Location	Incident details	Reported to Police (and date)
107	09/02/2026	Aisby Walk	Call from Lincolnshire Police advising that waste was found smouldering the previous morning (approx. 3m ² of rubbish). Fire Brigade attended. No suspects or witnesses identified.	No - Police called and notified us
108	16/02/2026	Aisby Walk	Reported received of loose horses on Aisby Walk.	Yes – 16/02/2026

3. Meetings and Events

Chair's Group Meeting

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

WLDC Markets and Events

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

Meeting with WLDC and GTF

The Town Clerk met with WLDC Chief Executive, Director of Finance and Assets (S151 Officer), the Head of Gainsborough Trinity Foundation and Foundation Manager on 19 February to discuss the lease arrangements between the three parties. Formal proposals on the best way to move forward for all involved will be present to Council in due course.

4. Councillor Training

Members are encouraged to review Appendix A (LALC Training Bulletin – December 2025).

Highlighted sessions include:

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.

Councillor Induction & Refresher

19th March, 18:00—21:00, via Zoom

14th April, 13:00—16:00, LALC Office, Dunholme

Aimed at councillors with or without any experience, covering:

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

Chair's Workshop

28th April, 18:00—21:00, via Zoom

This training session will suit Chairs of Parish and Town Councils, Chairs of Committees and Vice Chairs, along with anyone aspiring to such a role.

Topics covered will include:

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

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

5. Richmond House & Richmond Park Updates

Richmond House - Front Entrance & Reading Room

The Operations Manager has met with a contractor regarding:

- Painting the front portico
- Painting and papering the entrance hall
- Painting the reading room

A further quotation will be sought before submission to Committee.

Richmond House - Rear entrance

Works commenced 4 February. Main works are complete, pending full drying of the concrete floor prior to installation of the new flooring (approx. 3 weeks).

Richmond House - Guttering

Works began **23 February** (scaffolding).

Installation commenced **25 February**.

Completion expected **27 February**, with scaffolding removal scheduled for **2 March**.

Richmond Park - Outbuildings

An application to West Lindsey District Council proposed partial demolition of the garden store and associated remedial works.

Following Conservation Officer feedback, the proposal was amended to retain the old boiler house and demolish the potting shed.

The application has been granted, subject to conditions which must be discharged prior to works commencing.

Richmond Park - Litter Bins

New litter bins have now been installed by the Grounds Team.

6. Aisby Walk Developments

TNLCF Stage Two Invitation

The Stage One application (submitted by the Communities Officer) has successfully progressed to Stage Two.

A meeting was held with TNLCF representatives on 18 February to discuss next steps. It is a requirement of TNLCF to instruct a project lead of some kind, the Communities Officer is looking to obtain quotations to appoint a Landscape Architect to support the Stage Two submission.

Current deadline: 6 April 2026 (extension possible if required).

Aisby Walk Park - Multi Agency Meeting

A meeting has been arranged for:

Tuesday 17 March at 1:30pm

Location: Marshalls Sports Ground

Invited agencies include:

- WLDC Communities and Enforcement Teams,

- Lincolnshire Police
- Lincolnshire Fire and Rescue
- PCC
- Future4Me
- Together Initiative
- Acis
- Positive Futures
- Gainsborough Trinity Foundation
- Together Initiative
- WLDC & LCC Councillor Boles
- Town Council Hill Ward Members
- Community Champions

7. Christmas Lights

The Town Clerk and Operations Manager met with Blachere Illumination on 11 February to review the 2025 scheme and associated issues.

A town centre site visit is scheduled for **3 March** to explore future scheme options.

8. The Gainsborough Academy Councillor Visit

Members have been invited to attend a site visit to The Gainsborough Academy on:

Wednesday 4 March at 10:00am

Members who have not yet responded are asked to notify the Assistant Clerk.

9. Staff Matters

Staff Training

- Town Clerk, Assistant Clerk & Communities Officer attended the Data Protection Training on 2 February.

Annual Leave

- Communities Officer: 2, 6, 9, 13 March
- Operations Manager: 9 – 13 March & 30 March – 2 April
- Town Clerk: 1pm on 19 – 24 March

10. Lincolnshire Alerts

Residents are encouraged to sign up to **Lincolnshire Alert** to stay informed about what is happening in their local area, including crime prevention advice, policing updates and community safety information from Lincolnshire Police.

Sign up at:

<https://www.lincolnshirealert.co.uk/>

11. Interest Forms

Members are reminded to review their Register of Interests forms as required.

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>

12. Recommendation

Members are asked to note the contents of this report.

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

What's New This Month?



Councillor Induction & Refresher—see page 2
Chairs Workshop—see page 2
Freedom of Information & Data Protection—see page 3
First Aid at Work—see page 15
Parkinson Partnership & Breakthrough Communications —new dates

Annual Training Scheme (ATS) 2026-27

Thank you to all Town & Parish Councils who have either already paid or expressed an interest and completed and returned their ATS 26-27 forms. If you have not notified us and wish to join the ATS for the 2026-27 year (01/04/26-31/03/27) please email your completed form to lindsey.westman@lalc.co.uk for our records and a VAT invoice shall be raised in due course.

Picking up contact information when booking places

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

ACAS free e-Learning

ACAS offer various FREE e-Learning on assorted topics. Check out [ACAS website](http://www.acas.co.uk) for more details.

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) 07479 963475

Mobile 2: (Andrew) 07549 019842

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
Councillor Induction & Refresher	Aimed at councillors with or without any experience, covering: • The role of the council and councillors • Legal obligations and the employer role • Finance • Risk management • Code of conduct • Declarations of interest • Community engagement • Transparency code obligations	3rd March 18:00—21:00	Zoom
		19th March 18:00—21:00	Zoom
		14th April 13:00—16:00	LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR
Year end, AGAR and audit	Ideal for new and experienced Clerks. Topics Covered: • Internal Controls • Internal Audit • External Audit • End Of Year AGAR • End Of Year Documents • Publication • Transparency Code • Common Mistakes	24th February 13:00—16:00	Zoom
		17th March 10:00—13:00	LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR
Chair's Workshop	This training session will suit Chairs of Parish and Town Councils, Chairs of Committees and Vice Chairs, along with anyone aspiring to such a role. Topics covered will include: • Skills required • Managing meetings • Working with the Clerk, other councillors and officers • Planning for success • Understanding your Standing Orders, Financial Regulations and Code of Conduct • Accountability • Community engagement	28th April 18:00—21:00	Zoom

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
New Clerk's Induction	This session provides a comprehensive introduction to the key roles and responsibilities a new clerk needs to be aware of, including: • The Clerk's role • The Council • Meetings • Planning • Finances	25th February 10:00—16:00	LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR
Freedom of Information and Data Protection	This session will equip participants with a comprehensive understanding of their responsibilities under the FOI Act and the Data Protection Act. Key topics include: • Understanding FOI: Gain insights into public rights to access information and the procedures for handling requests. • Data Protection Basics: Learn about personal data, the rights of individuals, and the importance of safeguarding sensitive information. • Practical Guidance: Explore best practices for compliance, including record-keeping and responding to requests effectively. • By the end of the course, attendees will be well-prepared to navigate the complexities of information rights and data protection, ensuring transparency and trust within their communities.	7th May 13:00—15:00	Zoom 

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



[Podcast #1 — Building an effective personnel committee:](#)

Chris explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the critical issues.

[Podcast #2 — Recruitment:](#)

Chris covers the critical considerations for councils about recruitment.

[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.

[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.

[Podcast #5 — Appraisals:](#)

Chris covers some of the critical considerations for councils about appraisals. This is an introduction to the subject.

[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.

Finance—delivered by:

All sessions held via Zoom

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



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
Finance for Councillors	This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances. Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance & Accountability Return; Internal and external audit; How VAT applies to local councils	10th February, 10:00
New clerk's finance	This session is for inexperienced clerks in their first few months and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role. Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance & Accountability Return; Internal and external audit.	3rd March, 10:00
VAT—Partial exemption	For clerks, finance staff and councillors of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sports facilities or markets, who need to understand when their council is at risk of not being able to reclaim VAT. Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities. Intended for those who already understand the rules of VAT and need to work out whether their council can reclaim VAT in relation to its use of land.	14th April, 10:00 2nd July, 10:00
Internal controls	This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies. Topics include: · Roles and responsibilities · Financial risks · Purpose of internal controls · Case studies · Examples of controls · Review of internal controls	4th March, 10:00

Finance—delivered by:

All sessions held via Zoom

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



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
Introduction to VAT	This session is for clerks, finance staff and councillors. It explains how VAT rules affects local councils, whether they are VAT registered or reclaim VAT using Form VAT126. Essential for any council contemplating major building projects. Topics include: • How VAT law applies to local councils • Where to find the law and guidance • What are business and non-business activities • Understanding whether sales are taxable or exempt from VAT • When a council must register for VAT • When VAT can be reclaimed • Partial exemption • Reclaiming VAT when using grants and donations By the end of this session you will: • Know where to find the relevant legislation and guidance • Understand the key concepts of VAT • Know when a council can or can't reclaim VAT • Recognise when a council must register for VAT • Be aware of activities that require special attention	24th March, 10:00 16th April, 10:00
Procurement	For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils. This session introduces the new rules of the Procurement Act 2023, which came into force in February 2025 and replaces the Public Contracts Regulations 2015. This session is an introduction to the basics of procurement for local councils: • Inviting quotes • Producing specifications and tender documentation • Achieving competition and value for money • Managing contracts.	23rd April, 10:00

Finance—delivered by:

All sessions held via Zoom

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



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
Budgeting	This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring their council's budgets. Topics include: • Setting a budget and precept • Contingencies and reserves • How the council tax base affects the budget • Inflation • Budget monitoring	Awaiting new dates
The role of internal audit	This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls. Topics include: • Legislation and guidance • Roles and responsibilities • Internal controls • How the council appoints an internal auditor • Scope of internal audit • Reviewing internal control • Internal audit reports	18th February, 10:00
Year end and audit—councils over £25,000	This session is aimed at councils that spend between £25,000 and £200,000 a year and prepare simple accounts on a receipts and payments basis. It is also relevant for councils under £25,000 that choose not to exempt themselves from external audit, as well as for and councils that regularly spend over £200,000 and are already comfortable with preparing income and expenditure accounts. Topics include: • Closing the accounts • Assets and borrowing • Reviewing internal control • Internal audit • The Annual Return • Electors rights • Audit • Publication requirements	12th February, 10:00 10th March, 10:00 26th March, 10:00

Finance—delivered by:

All sessions held via Zoom

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



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
Year end & transparency— councils under £25,000	For officers of councils that spend and receive less than £25,000 a year, who want to understand how to prepare and publish their council's Annual Governance & Accountability Return to comply with the Accounts & Audit Regulations, as well as publishing the information required by the Transparency Code for Smaller authorities. Topics include: • Closing the accounts • Exemption from external audit • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Transparency and publication requirements	12th March, 10:00 17th March, 10:00
Income & expenditure accounts (for larger councils)	For officers who want to understand how to prepare their council's Annual Governance & Accountability Return on an income and expenditure basis (mandatory for councils regularly spending over £200,000) and comply with the requirements of the audit process. This session explains how to convert receipts & payments accounts to income & expenditure accounts, how this affects the Annual Return and the timing of year-end activities and the audit process, enabling you to complete all the relevant steps correctly. Topics include: • Closing the accounts • Debtors and creditors • Assets and borrowing • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Publication requirements	19th March, 10:00

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.	Awaiting new dates	
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 8th May, 10:00	
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.	23rd April, 9:30 2nd June, 10:00	
Dealing with difficult people and conversations in our local councils	Handling professional relationships within local councils is critical, but it can be tough dealing with challenging people and situations. This session discusses practical techniques for managing difficult conversations and situations.	11th March, 10:00 12th May, 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 21st April, 13:30 10th June, 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

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.	17th March, 10:00 13th May, 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 16th April, 10:00 11th June, 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 22nd April, 10:00 25th June, 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.	14th April, 18:30 29th June, 18:30

Book Breakthrough Communications training via:

<https://breakthroughcomms.co.uk/calc-training-ev48/>

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Emotional intelligence and resilience in practice for clerks, councillors and officers	This a practical workshop to help you thrive in your council role. We provide council officers and councillors with an understanding of where our behaviour comes from, we consider what resilience means in the context of our council roles and how to build emotional intelligence. We'll explore council-focused scenarios and how best to respond to each of them.	5th March, 10:00 7th May, 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.	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 6th May, 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.	18th March, 10:00 14th May, 10:00

Book Breakthrough Communications training via:

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

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Data Protection for councils Part 1: Foundations & theory	It is important that councils have the most up-to-date understanding of data protection legislation. They should also have a good grasp of their data protection obligations. This introductory session covers the theory and core principles of UK GDPR and other relevant legislation and explains what policies, practices and processes local councils need to have in place.	2nd March, 13:00 13th April, 10:30 13th April, 18:30 11th May, 13:30
Data Protection for councils Part 2: Accountability and lawfulness	This session deep dives into how councils demonstrate accountability with UK GDPR, considering the different lawful bases for the processing of personal data. Also how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments.	9th February, 10:30 10th February, 18:30 9th March, 13:00 20th April, 13:30
Data Protection for councils Part 3: Data subject rights and information security	In this session we consider how to deal with data subject rights requests, including Subject Access Requests (SARs). We explore the steps to take to ensure you are compliant and consider what exemptions may apply. There is also an introduction to information security for local councils and what this means in practice.	19th February, 9:30 4th March, 18:30 19th March, 13:00 27th April, 10:30
Councillors training: Data protection training for parish and town councillors	This session clarifies a councillor's legal responsibilities to themselves and the council. We will guide you on the right procedures and best practice. We will also introduce Freedom of Information and the implications it has for councillors.	16th February, 18:00 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.	30th March, 10:30

Book Breakthrough Communications training via:

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

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RPII Operational Inspector & Maintenance £215 + VAT per delegate (for the 2 days). Plus £285 if the delegate wishes to take the exam. Delegates not taking the exam can obtain a hard copy Certificate of Attendance for £10 or PDF copy for £3.50	 The Play Inspection Co.	
Description	Date	Venue
Lunch and refreshments are included on both days. This two day course is aimed at people who are responsible for the operational (monthly/quarterly) inspections and those in a supervisory or maintenance role. Covering: • Introduction to safety • The importance of play to children and child development • Playground accidents, types, severity and reasons • The legal framework for playgrounds and inspectors; negligence etc. • Status Law applicable • Types and hierarchy of inspections • Risk Assessment • Reporting and paperwork • Inspection of specific play items and surfacing • Checking of maintenance and other playground actions taken • Common faults with standard play items • How to inspect, including approaches and ancillary items	24th & 25th March 2026 9:30—16:30 This event is now FULLY BOOKED. Please contact LALC to be put on the cancellation list or to register your interest for a future event. (This will be subject to a sufficient level of demand for the course to be viable).	North Hykeham Town Council Civic Offices Fen Lane North Hykeham LN6 8UZ

Allotment Management covering tenancy agreements and policies — delivered by: £40 plus VAT (£70 if both sessions booked)		
Description	Date	Venue
Covering: • Types of allotment, and the basics of legislation • Newer trends, including the inclusion of allotments in new developments • Land acquisition • Management options and responsibilities • The pros & cons for the self-management of allotments by Local Authorities • What to include within the tenancy agreement • Standard clauses in line with allotment legislation • Templates available • Issues that can arise • Practical tips, using examples from day-to-day problems	12th May 10:00—11:30	Zoom
Allotment site facilities and health & safety — delivered by: £40 plus VAT (£70 if both sessions booked)		
Description	Date	Venue
• Site accessibility • What types of facilities can be included on site? • What policies and procedures need to be covered? • The importance of plot cultivation and inspection • Health and Safety risk assessments, insurance and implications for volunteers carrying out maintenance on site • Security for sites • Practical tips, using examples from day-to-day problems	19th May 10:00—11:30	Zoom

First Aid at Work—delivered by Medrock Training Limited £85 plus VAT		
Description	Date	Venue
This course is primarily aimed at smaller workplaces that present potentially fewer health and safety risks, where a nominated individual is required to take charge in the event of illness or accident or that nominated person might assist the First Aider. Upon completion participants will receive a certificate, in recognition of demonstrating competence in Emergency First Aid at Work (EFAW). The certificate is valid for 3 years. You will learn basic lifesaving First Aid and the relevant regulations, covering: • Insight into Health and Safety (First Aid) Regulations • Managing an incident • Priorities of First Aid • Resuscitation • Blood loss • Treatment of an unconscious casualty • Treatment of shock • General discussion on common workplace injuries • Treatment of Choking If you've done this course before, please check your certificate in case it has expired/is due to expire soon. If so, here's your opportunity to get it renewed. These courses tend to sell out quickly so book your place now!	23rd June 9:30—16:00 6th October 9:30—16:00	Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR

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

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

Offerings from LALC partners

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

Courses delivered directly by LALC or partners

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

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

Courses delivered directly by LALC or partners

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

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

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

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Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

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

Courses delivered directly by LALC or partners

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

Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

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

Courses delivered directly by LALC or partners

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

Courses delivered directly by LALC or partners

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

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

Courses delivered directly by LALC or partners

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

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

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

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

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

CORE training is included in the ATS. This covers essential training that is common to all councils. Member councils will be invoiced £15.00 plus VAT per delegate to cover lunch and refreshments 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', please [email us](#).

*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) 07441 963475

Mobile 2: (Andrew) 07549 019842

PAPER I

Councillor Laptop Use & Return Agreement

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Document History

Adopted by Council – 3 March 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 was developed within a framework of legislation including, for example, the General Data Protection Regulations, Data Protection Act, Computer Misuse Act and Freedom of Information Act. It is expected that Members will safeguard any Council information in accordance with the Data Protection Act and Freedom of Information requirements and should be read in conjunction with the Council's Standing Orders and Code of Conduct, and all other adopted Council policies.

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 electioneering 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 J

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 13 February 2026


Gainsborough
TOWN COUNCIL

Subject: Direct Debit and BACS Payments Approval

1. Summary

To consider approval, in accordance with Financial Regulations 7.10, 8.7 and 8.8, for payments to be made by Direct Debit and BACS.

2. Background

2.1 Financial Regulations

7.10.

For each financial year the Town Clerk and RFO may draw up a schedules of regular payments due in relation to a continuing contract, statutory duty, or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items which Finance and Strategy Committee, may authorise payment for the year provided that the requirements under Financial Regulation 5.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Strategy Committee.

8.7.

If thought appropriate by the Council, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection may be made by variable Direct Debit provided that the instructions are signed/approved by two authorised members. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

8.8.

If thought appropriate by the Council, payment may be made by BACS or CHAPS by resolution of Council provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

2.2 Direct Debit Payments

The following regular payments are proposed to be made by Direct Debit:

Company	Service	Location	Frequency
Stallard Kane Associates Ltd -	HR Services		Monthly
West Lindsey District Council	Refuse & recycling service	Richmond Park, Marshalls, General Cemetery, Spital Hill Allotments	Monthly
West Lindsey District Council	Non-Domestic Rates	North Warren Cemetery	Monthly

West Lindsey District Council	Non-Domestic Rates	General Cemetery	Monthly
West Lindsey District Council	Non-Domestic Rates	Marshalls	Monthly
West Lindsey District Council	Non-Domestic Rates	Richmond Park	Monthly
British Gas Business	Electricity usage	Richmond House Main House	Monthly
British Gas Business	Electricity usage	Levelling's	Monthly
British Gas Business	Electricity usage	Marshalls External Changing	Monthly
British Gas Business	Electricity usage	Richmond House Flat	Monthly
British Gas Business	Electricity usage	Marshalls Main Pavilion	Monthly
British Gas Business	Electricity usage	Marshalls Bowls Portacabin	Monthly
British Gas Business	Electricity usage	General Cemetery Chapel	Monthly
British Gas Business	Electricity usage	Richmond Park Greenhouse	Monthly
Pozitive Energy Ltd (moving to British Gas 1/8/26)	Gas usage	Marshalls Main Pavilion	Monthly
Pozitive Energy Ltd (moving to British Gas 1/10/26)	Gas usage	Levelling's	Monthly
E.ON Next Energy Ltd (moving to British Gas 1/3/26)	Gas usage	Richmond House	Monthly
Anglian Water (Wave)	Water usage	Levelling's	Quarterly
Anglian Water (Wave)	Water usage	Richmond Park	Quarterly
Anglian Water (Wave)	Water usage	General Cemetery	Quarterly
Anglian Water (Wave)	Water usage	Marshalls	Quarterly
Anglian Water (Wave)	Water usage	Spital Hill Allotments	Quarterly
HSBC	Bank charges		Monthly
Integrating Solutions Ltd	Printing charges		Monthly
PEAC (UK) Ltd	Photocopier lease rental		Quarterly
British Telecommunications Plc	Phone & broadband		Monthly
EE Ltd	Mobile phones		Monthly
Clear Business Electricity	Phoneline and broadband	Richmond House & Marshalls	Monthly
Lex Autolease Limited -	Vehicle lease rental		Monthly
Fuelgenie	Fuel		Monthly
HSBC Commercial Card	Various purchases		Monthly

2.3 BACS Payments

The following payment is proposed to be made by BACS:

Rigel Wolf Ltd (Shucksmith Accountants (Gainsborough) Limited)	Salaries, PAYE, National insurance, pension contributions		Monthly
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3. Recommendations

- i. Approve, under Financial Regulation 8.7, the use of variable Direct Debit for the payments listed in section 2.2.
- ii. Approve, under Financial Regulation 8.8, the use of BACS for the payment listed in section 2.3.

PAPER K

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 26 February 2026



Gainsborough
TOWN COUNCIL

Subject: Annual Assembly of the Town Meeting

1. Summary

The Council is asked to consider the date and format of the Annual Town Meeting, or more formally, the Annual Assembly of the Town Meeting.

2. Background

The Annual Town Meeting is often confused with the Annual Meeting of the Town Council. These are distinct events.

A Parish Meeting (or Town Meeting) must be held once a year, between 1 March and 1 June (inclusive). The meeting must not commence before 6:00 pm, although it may start later.

The meeting is usually summoned by the Chair of the Town Council, though it may also be called by either two Councillors or six local electors. The Town Clerk does not call the meeting. Notice of the meeting must be given at least 7 clear days in advance.

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

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

It is customary for the Mayor/Chair to give a Chair's report, which may include preliminary year-end financial reports.

Other suggested content for the meeting may include:

- Report on the Mayor's fundraising for charity
- A report on grants given by the Council, providing an opportunity for grant recipients to showcase their work
- Presentations by local organisations, including schools, voluntary organisations, and charities

The format of the meeting is flexible. Many towns and villages provide refreshments for attendees.

3. 2024 Annual Town Meeting

Date & Venue: Thursday 18 April 2024, Marshalls Sports Ground Function Room

Agenda:

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.*

Attendance: 11 speakers, 7 information stall participants, 1 other participant, 20 members of the public, 2 staff.

4. 2025 Annual Town Meeting

Date & Venue: Thursday 1 May 2025, Marshalls Sports Ground Function Room

Agenda:

1. *Welcome by the Town Mayor, Councillor James Plastow*
2. *To approve (or otherwise) the Minutes of the Annual Town Meeting held on Thursday 18th 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.*

Attendance: 7 speakers, 21 members of the public, 3 staff

5. 2026 Annual Town Meeting

Date & Venue: Thursday 30 April 2026, 6:00 pm, Marshalls Sports Ground Function Room

Officers recommend limiting the meeting to 4–5 speakers, as the 2024 meeting exceeded 3 hours.

Invited Organisations & Responses (as of 26 February 2026):

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.
4. STEP Fusion – confirmed to attend and present
5. West Lindsey District Council – response pending
6. Andys Man Club – confirmed to have a stall
7. St John Ambulance – confirmed to have a stall
8. Gainsborough Neighbourhood Plan – confirmed presentation or stall

6. Recommendation

To note the report and suggest any further organisations to invite to present at the meeting.

PAPER L

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 26 February 2026



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- LCC: Have Your Say: National Highways & Transport (NHT) Survey – 28 January 2026
- LCC: Launch of Local Government Reorganisation (LGR) consultation – 5 February 2026
- WLDC: LGR Online Briefing - Thank you for attending – 5 February 2026
- LALC: E-news 06/02/26 & February Training Bulletin – 6 February 2026
- Lincolnshire Police: Update / Request - 12 February 2026
- WLDC: Residents' Newsletter: February 2026 – 13 February 2026
- LALC: Remote meetings and proxy voting – 17 February 2026
- LALC: E-news 20/02/26 - 20 February 2026
- LCC: Town and parish council newsletter February 2026 - 24 February 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