

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 13 January 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Sheila Bibb
Councillor Richard Craig
Councillor Paul Hooton
Councillor Richard Thompson

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

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

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

PS26/059 Apologies for Absence

Apologies were received from Councillor Bowler and the Communities Officer.

PS26/060 Declarations of Interest

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

PS26/061 Dispensation Requests

No dispensation requests were received.

PS26/062 Items for Exclusion of Public and Press

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

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

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

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

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

RESOLVED: To adopt the updated Allotment Tenancy Breach Policy.

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

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

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

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

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

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

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

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

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

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

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

PS26/068 Christmas Lights Festival 2025 & 2026

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

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

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

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

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

PS26/071 Richmond House Guttering (Paper H)

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

PS26/072 Richmond House Rear Entrance (Paper I)

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

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

PS26/073 Richmond House Condition Report (Paper J)

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

PS26/074 Items for Notification

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

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

PS26/075 Time and Date of Next Meeting

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

The meeting closed at 7:52pm.

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