

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 3 February 2026** at **6:30pm** 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 true and accurate record and signed by the Chair.

Note: Councillor 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