

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 5 May 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

FC27/001 Election of the Chair of the Town Council for the 2026/27 Civic year

To elect a Chair and Town Mayor for the 2026-27 municipal year and allow for the newly elected Chair to sign their Declaration of Acceptance of Office.

Paper A (pages 7 to 8)

FC27/002 Election of the Vice Chair of the Town Council for the 2026/27 Civic year

To elect a Vice Chair and Deputy Town Mayor for the 2026-27 municipal year and allow for the newly elected Vice Chair to sign their Declaration of Acceptance of Office.

Paper B (pages 9 to 10)

FC27/003 Apologies for Absence

To note apologies for absence.

FC27/004 Declarations of Interest

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

FC27/005 Dispensation Requests

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

FC27/006 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.

FC27/007 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 7 April 2026.

Paper C (pages 11 to 14)

FC27/008 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, Monday 13 April 2026
Paper D (pages 15 to 17)
- ii. Policy Review Working Group, Tuesday 21 April 2026
Paper E (pages 18 to 20)
- iii. Planning Committee, Tuesday 21 April 2026
Paper F (pages 21 to 25)
- iv. Neighbourhood Plan Working Group, Thursday 23 April 2026
Paper G (pages 26 to 29)
- v. Finance and Strategy Committee, Tuesday 28 April 2026
Paper H (pages 30 to 33)

FC27/009 Announcements

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper I** (pages 34 to 71)

FC27/010 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 21 April 2026 (PO26/005 Standing Order Review):

RESOLVED: To RECOMMEND to FULL COUNCIL to adopt the reviewed Standing Orders.

Paper J (pages 72 to 91)

FC27/011 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 21 April 2026 (PO26/006 Financial Regulations Review):

RESOLVED: To RECOMMEND to FULL COUNCIL to adopt the reviewed Financial Regulations.

Paper K (pages 92 to 110)

FC27/012 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 21 April 2026 (PO26/007 Structure and Functions Review):

RESOLVED: To RECOMMEND to FULL COUNCIL to adopt the reviewed Structure and Functions.

Paper L (pages 111 to 151)

FC27/013 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 21 April 2026 (PO26/008 Members Code of Conduct Review):

RESOLVED: To RECOMMEND to FULL COUNCIL to adopt the reviewed Members Code of Conduct.

Paper M (pages 152 to 167)

FC27/014 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 28 April 2026 (FS26/179 Insurance Renewal):

RESOLVED: To RECOMMEND to FULL COUNCIL that the insurance renewal with Zurich Municipal be approved on a 3-year Long-Term Agreement at a cost of £18,524.59 per annum, with £3,524.59 to be funded from General Reserves.

FC27/015 Council Leader

To appoint a Leader of the Council

FC27/016 Council Deputy Leader

To appoint a Deputy Leader of the Council

FC27/017 Finance and Strategy Committee

To appoint 7 Members, plus up to 2 substitutes, to the Finance and Strategy Committee and appoint a committee Chair.

FC27/018 Property and Services Committee

To appoint 7 Members, plus up to 2 substitutes, to the Property and Services Committee and appoint a committee Chair.

FC27/019 Personnel Committee

To appoint 7 Members, plus up to 2 substitutes, to the Personnel Committee and appoint a committee Chair.

FC27/020 Planning Committee

To appoint 7 Members, plus up to 2 substitutes, to the Planning Committee and appoint a committee Chair.

FC27/021 Neighbourhood Plan Working Group

To appoint 3-5 Members to the Neighbourhood Plan Working Group.

FC27/022 Emergency Community Plan Working Group

To appoint 3-5 Members to the Community Emergency Plan Working Group.

FC27/023 Asset Transfer Task and Finish Group

To appoint 3 Members to the Asset Transfer Task and Finish Group.

FC27/024 Policy Review Working Group

To appoint 3 Members to the Policy Review Working Group.

FC27/025 Appointment of Representation on or work with External Bodies

To appoint representatives to outside bodies:

- i. Gainsborough Adventure Playground Association
- ii. Friends of Richmond Park
- iii. North Notts and Lincs Community Rail Partnership CIC
- iv. Marshalls & Rose Brothers Memorial Charity
- v. Gainsborough in Bloom
- vi. Safeguarding Champion
- vii. First Aid Champion
- viii. Armed Forces Champion

FC27/026 Authorised Signatories – Payments

To approve authorised payment signatories for 2026/27 (5 authorised of which 2 sign). Current signatories are Councillors Bowler, Craig, Davies, Key & Plastow.

FC27/027 Authorised Signatories - Legal documents

To review the current authorised persons to sign legal documents for 2026/27.

Current authorised persons are Town Clerk and those members on the Town Council's bank mandates, which currently are Councillors Bowler, Craig, Davies, Key & Plastow.

Note: Council now have a seal.

FC27/028 Meeting Calendar for 2026 / 2027

To consider and approve a meeting schedule for 2026/27.

Paper N (pages 168 to 169)

FC27/029 Subscriptions

To review and approve Council's and/or staff subscriptions to other bodies:

- i. LALC / NALC
- ii. The National Allotment Society
- iii. ICCM
- iv. Information Commissioners Office

v. Grants Online

FC27/030 Motion received from Councillor Coxon

To discuss and make a decision regarding the provision of business cards for members who wish to have them.

Seconded by Councillor Owles.

FC27/031 Motion received from Councillor Owles

The purpose of this motion is to seek support from members to collaborate effectively between the district councillors and town councillors in organising a street surgery in the marketplace on market days.

I believe we can effectively utilise the West Lindsey's pop-up gazebo and our new pop-up banners for the Town Council, allowing us to engage with residents directly. This initiative would provide an excellent opportunity for us to discuss local matters, gather information, address any queries or concerns, and relay pertinent questions to other ward councillors, including those from the district council and Lincolnshire County Council.

To facilitate this process, we would need to create a standard form, which I understand the Town Clerk is willing to assist us in developing. This initiative aims to enhance our presence in the marketplace and to reinforce the identity of the Town Council, showing that we are an approachable entity within the community rather than a faceless organisation.

It is essential to note that this would be a non-political event, open to any members wishing to participate on Tuesdays and Saturdays. The platform will not serve to promote any individual political party but will focus solely on the benefits for our town, including the facilities, amenities, and services provided by Gainsborough Town Council.

I am seeking members support, to establish this initiative on a weekly basis going forward. Importantly, this proposal will not incur any expenditure for the Town Council, as we have already secured approval from West Lindsey for the use of their pop-up gazebo, which will be set up and dismantled as part of the general market operations, used jointly by both organisations when members are available.

Seconded by Councillor Coxon

I look forward to your thoughts on this proposal and hope to receive your support in bringing this initiative to fruition.

FC27/032 Local Government Reorganisation

To consider any recent updates.

FC27/033 Correspondence

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

Paper O (pages 170 to 171)

FC27/034 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- i. AGAR: Section 1 – Annual Governance Statement
- ii. Year End Accounts 2025/26
- iii. AGAR - Section 2 Accounting Statements
- iv. Debt Write Off

FC27/035 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 2 June 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Wednesday, 29 April 2026

PAPER A

DECLARATION OF ACCEPTANCE OF OFFICE

GAINSBOROUGH TOWN COUNCIL

I, Councillor

having been elected to the office of Mayor of Gainsborough Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to observe the Council's Code of Conduct as to the conduct which is expected of members of Gainsborough Town Council.

Signed: Date:

This declaration was made and signed before me,

Signed: Date:

Member/Proper Officer of Gainsborough Town Council

PAPER B

DECLARATION OF ACCEPTANCE OF OFFICE

GAINSBOROUGH TOWN COUNCIL

I, Councillor

having been elected to the office of Deputy Mayor of Gainsborough Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to observe the Council's Code of Conduct as to the conduct which is expected of members of Gainsborough Town Council.

Signed: Date:

This declaration was made and signed before me,

Signed: Date:

Member/Proper Officer of Gainsborough Town Council

PAPER C

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 7 April 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
Amanda Clarke

Town Clerk
Operations Manager
Communities Officer

FC26/187 Apologies for Absence

Apologies were received from Councillors Bowler, Dannatt, Plastow.

FC26/188 Declarations of Interest

No declarations of interest were declared.

FC26/189 Dispensation Requests

No dispensation requests were made.

FC26/190 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FC26/197 and FC26/202 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FC26/191 Churches Together Project Presentation

Members receive a presentation from Pastors John and Judi Swannack from Alive Church regarding the Gainsborough Churches Together Project.

FC26/192 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Council meeting held on Tuesday 3 March 2026 be approved as a true and accurate record and signed by the Chair.

FC26/193 Committee Meeting Minutes (Papers B - F)

- i. Property and Services Committee, Tuesday 10 March 2026
- ii. Personnel Committee, Wednesday 11 March 2026
- iii. Planning Committee, Tuesday 17 March 2026
- iv. Neighbourhood Plan Working Group, Thursday 26 March 2026
- v. Finance and Strategy Committee, Tuesday 31 March 2026

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

FC26/194 Announcements (Paper H)

- i. Chair of Council

The Chair reminded Members about conduct and respect at meetings and his upcoming Civic Charity Dinner.

- ii. Leader of Council

The Leader updated Members on recent meetings attended.

- iii. Representatives on Outside Bodies

Councillor Davies reported on civic events attended as Deputy Mayor.

- iv. Town Clerk

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

FC26/195 Recommendation made by Committee

Planning Committee meeting held on Tuesday 17 March 2026 (PL26/238 Foxby Hill Entrance Gates)

RESOLVED: To support as it improves safety and **RECOMMEND to FULL COUNCIL** to use £5,594.00 of Community Infrastructure Levy (CIL) funds to appoint Moulds Fencing to remove the existing gates and supply and install new gates and fencing at Foxby Hill Allotments, but to raise concerns about the amount of CIL funds that have been spent on the allotments.

At the request of Councillor Dobbie a recorded vote was taken as follows: -

For: Councillors Blogg, Puxty

Against: Councillors Bibb, Coxon, Craig, Devine, Dobbie, Doy, Key, Owles, Thompson, Woolley

Abstained: Councillors Binns, Davies, Hooton

Recommendation **FALLEN**.

Note: As recorded in PS26/081 should this recommendation not be supported by the Planning Committee and subsequently Full Council, the works will instead be funded from budget line 8000/8 – Foxby Hill Allotments (Gate Reset).

FC26/196 Community Asset Transfers (Paper H)

RESOLVED: To **NOTE** correspondence received from West Lindsey District Council regarding community asset transfers.

FC26/197 Roses Sports Ground Lease (Paper I)

RESOLVED: To support West Lindsey District Council approach for the Town Council to withdraw from the current lease arrangements at Roses Sports Ground in order for them to be progressed directly.

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

FC26/198 Local Government Reorganisation

No update received.

FC26/199 Correspondence (Paper J)

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

FC26/200 Items for Notification

- i. Debt Write Off

FC26/201 Time and Date of Next Meeting

RESOLVED: To **NOTE** the next Full Council meeting scheduled for Tuesday 5 May 2026 at 6:30pm at Richmond House, Morton Terrace.

FC26/202 Aisby Walk TNLCF (Paper K&L)

Members considered Stage Two of The National Lottery Community Fund (TNLCF).

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

RESOLVED: To

- i. Approve a budget allocation of £21,815 for the appointment of Addison Hunt to support the Aisby Walk project, including Stage Two submission requirements and procurement preparation. Budget to come from CIL funds subject to WLDC confirming this is allowed, if not funds to come from General Reserves.
- ii. Authorise the Communities Officer, Town Clerk, and Operations Manager to work with the appointed Project Manager to prepare and publish a tender via Find Tender, in accordance with the Council's Financial Regulations.
- iii. Appoint Councillor Davies to be present at the opening of tenders.
- iv. Appoint Councillors Craig, Dobbie and Hooton to serve on the Tender Scoring Panel, alongside the Town Clerk, Operations Manager, Communities Officer, and Project Manager, to evaluate submissions and make a recommendation to the Finance and Strategy Committee.

The meeting closed at 7:59pm.

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

Initialled:

PAPER D

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 **Monday 13 April 2026** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Doug Owles (Chair)
 Councillor Sheila Bibb Councillor Paul Key
 Councillor Richard Thompson Councillor Richard Thompson

Also Present: Garry Walton

In Attendance:
 Rachel Allbones Town Clerk
 Amanda Clarke Communities Officer

Due to the absence of the Chair it was **RESOLVED** for Councillor Owles to Chair the meeting.

EP26/034 Apologies for Absence

Apologies for absence were received from Councillors P Hooton & K Woolley.

EP26/035 Declarations of Interest

No declarations of interest were received.

EP26/036 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Community Emergency Plan Working Group meeting held on Thursday 26 February 2026 be approved as a true and accurate record and signed by the Chair.

EP26/037 Community Emergency Plan (Paper B - C)

The Working Group **RESOLVED** the following actions:

- i. Councillor Key to contact Gladstone House as a potential place of safety
- ii. Councillor Bibb to contact Team Parish of Gainsborough and Morton regarding use as a place of safety
- iii. Communities Officer to contact:
 - United Services Club
 - The Savoy
 - Clip
- iv. Town Clerk to obtain an alternative contact for WL Leisure Centre
- v. Communities Officer to follow up with TGA regarding emergency considerations during school hours

Initialled:

Community Emergency Plan Working Group minutes 2025-26

- vi. Develop Ethane and aide memoire cards
- vii. CERT members to sign LCC Indemnity Insurance
- viii. CERT Leader to coordinate with Deputy CERT Lead (Councillor Owles) to arrange tabletop exercises.

EP26/038 Time and Date of Next Meeting

No date was set.

The meeting closed at 10:47am.

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

DRAFT

PAPER E

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT POLICY REVIEW WORKING GROUP MINUTES

Minutes of the Policy Review Working Group meeting held on **Tuesday 21 April 2026** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Key (Chair)

Councillor Caz Davies

Councillor Michael Devine

In Attendance:

Rachel Allbones

Town Clerk

PO26/001 Appointment of a Chair

RESOLVED: to appoint Councillor Key as Chair of the Working Group.

PO26/002 Apologies for Absence

No apologies were received.

PO26/003 Declarations of Interest

No declarations of interest were made.

PO25/004 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Policy Review Working Group meeting held on Wednesday 16 April 2025 be approved as a as a true and accurate record and signed by the Chair.

PO26/005 Standing Orders (Paper B)

RESOLVED: To RECOMMEND TO FULL COUNCIL to adopt the reviewed Standing Orders.

PO26/006 Financial Regulations (Paper C)

RESOLVED: To RECOMMEND TO FULL COUNCIL to adopt the reviewed Financial Regulations.

PO26/007 Structure and Functions (Paper D)

RESOLVED: To RECOMMEND TO FULL COUNCIL to adopt the reviewed Structure and Functions.

PO26/008 Members' Code of Conduct (Paper E)

Initialled:

RESOLVED: To RECOMMEND TO FULL COUNCIL to adopt the reviewed Members' Code of Conduct.

PO29/009 Time and Date of Next Meeting

No date was set.

The meeting closed at 11:08am

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

DRAFT

PAPER F

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 21 April 2026** at **6:30pm** in the reading room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Glenn Puxty (Chair)

Councillor Mark Binns

Councillor Michael Devine (sub)

Councillor Doug Owles

Councillor Stephen Blogg

Councillor David Dobbie

Councillor Richard Thompson

In Attendance:

Natasha Gardener

Assistant Clerk

PL26/241 Apologies for Absence

Apologies for absence were received from Councillor P Hooton, P Key, K Woolley.

PL26/242 Declarations of Interest

No declarations of interest were received.

PL26/243 Dispensation Requests

No dispensation requests were received.

PL26/244 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL26/245 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Planning Committee meeting held on Tuesday 17 March 2026 be approved as a true and accurate record and signed by the Chair.

PL26/246 Planning Application

[Application Ref No: WL/2026/00246](#) (received 13/03/26) any observations to make on the application, please make them by 13/04/2026

[Proposal: Planning application for the change of use from B2, B8 to use Class E\(d\) Indoor Sports.](#)

[Location: Strawsons Building, Unit 2 Grange Road, Corringham Road Industrial Estate, Gainsborough](#)

RESOLVED: To support the application.

PL26/247 Planning Application

Application Ref No: WL/2026/00292 (received 27/03/26) any observations to make on the application, please make them by 27/04/2026

Proposal: Planning application for extension to the rear and the conversion of existing office space to 1no. residential apartment.

Location: 33 Market Street, Gainsborough

RESOLVED: to support the application.

NOTE: Councillors Binns, Owles, Thompson, Puxty abstained on voting on the above resolution.

PL26/248 Planning Application

Application Ref No: WL/2026/00293 (received 24/03/26) any observations to make on the application, please make them by 27/04/2026

Proposal: Listed building consent for extension to the rear and the conversion of existing office space to 1no. residential apartment.

Location: 33 Market Street, Gainsborough

RESOLVED: to support the application.

NOTE: Councillors Binns, Owles, Thompson, Puxty abstained on voting on the above resolution.

PL26/249 Planning Application

Application Ref No: WL/2026/00327 (received 10/04/26) any observations to make on the application, please make them by 11/05/2026

Proposal: Planning application to remove previously converted outbuildings and erect 2no 1 bed duplex dwellings.

Location: Land at Middies Fish and Chips, 154A Trinity Street, Gainsborough

RESOLVED: To support the application.

PL26/250 Planning Application

Application Ref No: WL/2026/00330 (received 13/04/26) any observations to make on the application, please make them by 18/05/2026

Proposal: Listed building consent for conversion of existing building into 4no. apartments.

Location: 1 Heaton Street, Gainsborough

RESOLVED: To support the application.

PL26/251 Planning Application

Application Ref No: WL/2026/00339 (received 15/04/26) any observations to make on the application, please make them by 18/05/2026

Proposal: Planning application for the change of use of land used from Motor Vehicle Hire to tyre fitting and car storage facility including the siting of 4no. shipping containers and linked canopy.

Location: Trinity Self Drive, North Street, Gainsborough

Councillor Owles proposed to object to the application due to fire safety concerns, potential contamination from the tyres, and that the application is not in keeping with the surrounding area, seconded by Councillor Blogg.

At the request of Councillor Blogg a recorded vote was taken as follows:
For: Councillors Binns, Blogg, Devine, Dobbie, Owles, Puxty, Thompson

RESOLVED: To **OBJECT** to the application due to fire safety concerns, potential contamination from the tyres, and that the application is not in keeping with the surrounding area.

Councillor Puxty proposed to request that West Lindsey Planning Committee review the application and Cllr Owles to represent the Town Council at the applicable meeting, seconded by Councillor Thompson.

At the request of Cllr Blogg a recorded vote was taken as follows:
For: Councillors Binns, Blogg, Devine, Dobbie, Owles, Puxty, Thompson

RESOLVED: To request that West Lindsey Planning Committee review the application and Councillor Owles to represent the Town Council at the applicable meeting.

PL26/252 Planning Application

[Application Ref No: WL/2026/00341 \(received 15/04/26\) any observations to make on the application, please make them by 18/05/2026](#)

[Proposal: Planning application for dropped kerb and installation of automated vehicle gate.](#)

[Location: 2 Morton Terrace, Gainsborough](#)

RESOLVED: To support the application.

Note: Councillors Devine, Dobbie and Puxty abstained on voting on the above resolution.

PL26/253 Planning Application

[Application Ref No: WL/2026/00342 \(received 15/04/26\) any observations to make on the application, please make them by 18/05/2026](#)

[Proposal: Listed building consent for dropped kerb and installation of automated vehicle gate.](#)

[Location: 2 Morton Terrace, Gainsborough](#)

RESOLVED: To support the application.

Note: Councillors Devine, Dobbie and Puxty abstained on voting on the above resolution.

PL26/254 Decision Notice (Paper B)

Application Ref No: WL/2026/00149 GRANTED (Delegated)

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 NOTE the decision notice.

PL26/255 Decision Notice (Paper C)

Application Ref No: WL/2026/00156 GRANTED (Delegated)

Proposal: Advertisement consent to display 2no. fascia signs and 1no. projecting sign.

Location: Unit 2B Marshalls Yard, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/256 Decision Notice (Paper D)

Application Ref No: WL/ 2026/00062 GRANTED (Delegated)

Proposal: Advertisement consent to display 1no. illuminated fascia sign.

Location: Evans Halshaw Ford Centre, Lea Road, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/257 Decision Notice (Paper E)

Application Ref No: WL/2026/00089 GRANTED (Delegated)

Proposal: T1 Oak - Remove. Within W1 of Tree Preservation Order Gainsborough No1 2005.

Location: Eight Ache Wood, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/258 Street Naming Requests

No street naming requests were received.

PL26/259 Tree Preservation Orders

No tree preservation orders were received.

PL26/260 Items for Notification

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

PL26/261 Time and Date of Next Meeting

RESOLVED: To NOTE the next Planning Committee meeting is scheduled for Tuesday 19 May 2026 at 6:30pm.

The meeting closed at 7:11pm.

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

Initialled:

PAPER G

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT NEIGHBOURHOOD PLAN WORKING GROUP MINUTES

Minutes of the Neighbourhood Plan Working Group meeting held on **Thursday 23 April 2026** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Sheila Bibb (Chair)

Councillor Richard Craig
Councillor Paul Key
Mr Barry Coward

Councillor David Dobbie
Councillor Doug Owles
Mr Barry Rooks

In Attendance:

Rachel Allbones
Natasha Gardener

Town Clerk
Assistant Clerk

Also Present:

Daniel Gosbee LCC Principal Transport Officer

NP26/044 Apologies for Absence

Apologies were received from Councillor K Woolley, Mr Sam Brightman, Mr John Lydon, Mr John Rodgers.

NP26/045 Declarations of Interest

No declarations of interest were received.

NP26/046 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Neighbourhood Plan Working Group meeting held on Thursday 26 March 2026 be approved as a true and accurate record and signed by the Chair.

Note: Councillors Craig, Dobbie, Owles and Barry Rooks abstained from voting on the above resolution.

NP26/047 Highways & Infrastructure Discussion

Daniel Gosbee responded to transport-related questions.

- Discussion continued regarding the potential relocation of the bus station and historical conversations to Roseway Car Park.
- Concern raised that Network Rail has not upgraded Platform 1 as previously promised, posing a safety risk due to gaps between trains and platform.
- A query regarding maintenance of the A631 following the Beckingham Marshes Flood Alleviation Scheme was raised.

Initialled:

Neighbourhood Plan Working Group minutes 2025-26

- Daniel Gosbee confirmed he would liaise with Nottinghamshire County Council Flood Alleviation Team and report back.

NP26/048 Neighbourhood Plan Action Plan (Paper B)

RESOLVED: To note the action plan.

NP26/049 Update from Town Centre & Riverside Group

Progress has been made, including photographic documentation.
A report compiling this information is now required.

NP26/050 Update from Green Spaces Group

Barry Rooks presented provisional maps showing:

- Green spaces across the town
- Potential walking routes and town trails
- Suggested a Gainsborough App

NP26/051 Update from New Developments Group (Paper C)

RESOLVED: To note the written report provided.

- Suggestion made to designate land south of Foxby Hill as a new character area.

NP26/052 Update from Transportation Group

No additional updates beyond the previously submitted report.

- Concern raised regarding rubbish along the railway line.
- Lincolnshire Fire and Rescue have highlighted this as an issue.
- Councillor Craig will attempt to contact Network Rail.

NP26/053 Update from Employment Group

No members present. No update provided.

NP26/054 Update from Heritage, Leisure & Tourism Group

RESOLVED: To arrange a meeting with Andrew Birkett (Gainsborough Heritage Association).

NP26/055 Update from Community Facilities Group

No update provided.

NP26/056 Community Engagement (Paper D)

- Members encouraged to attend and support the Annual Town Meeting.
- Councillor Bibb will present; members to engage with residents and provide photos.
- Attendance required for the Churches Festival:
 - Barry Coward confirmed attendance at All Saints' Parish Church
 - Councillors Key and Owles to confirm availability
- Councillor Craig to mention the Neighbourhood Plan review at the Pride in Place meeting
- Assistant Clerk confirmed schools have expressed interest in engagement

NP26/057 Time and Date of Next Meeting

RESOLVED: That the next Neighbourhood Plan Working Group meeting will be held on Thursday 21 May 2026 at 10:00am at Richmond House, Morton Terrace.

Initialled:

Meeting ended at 11:24am.

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

DRAFT

PAPER H

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 31 March 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present:

Councillor Michael Devine (Chair)	
Councillor Sheila Bibb	Councillor Stephen Blogg (arrived at 6:33pm)
Councillor Nicholas Coxon	Councillor David Dobbie (arrived at 6:33pm)
Councillor Paul Hooton	Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

FS26/170 Apologies for Absence

Apologies were received from Councillors N Bowler, P Key, K Woolley.

FS26/171 Declarations of Interest

No declarations of interest were made.

FS26/172 Dispensation Requests

No dispensation requests were received.

FS26/173 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items FS26/179 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1(2), due to the confidential nature of the business.

FS26/174 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Finance and Strategy Committee meeting held on Tuesday 31 March 2026 be approved as a true and accurate record and signed by the Chair.

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

Note: Councillors Blogg and Dobbie arrived at the meeting at 6:33pm.

Initialled:

FS26/175 Finance Reports (Paper B)

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

- i. Unpaid Expenditure Transactions for 23 April 2026.

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

FS26/176 Bank Reconciliation (Paper C)

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

- HSBC Current/Deposit Account: £41,985.59
- CCLA: £320,000.00

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

FS26/177 Risk Register and Risk Management Policy (Paper D)

RESOLVED: That the Council's Risk Register and Risk Management Policy be reviewed and approved.

FS26/178 Asset Register Review (Paper E)

RESOLVED: That the Council's Asset Register be reviewed and that identified items be approved for disposal.

FS26/179 Insurance (Paper F)

RESOLVED: To RECOMMEND TO FULL COUNCIL that the insurance renewal with Zurich Municipal be approved on a 3-year Long-Term Agreement at a cost of £18,524.59 per annum, with £3,524.59 to be funded from General Reserves.

FS26/180 Items for Notification

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

- i. Internal Audit Report 2025/26
- ii. Reserves Policy Review - May
- iii. Year End Accounts 2025/2026 – May
- iv. AGAR – Section 2 Accounting Statements – May
- v. Newsletter
- vi. Operation Bridges Review
- vii. Civic Protocol
- viii. Registrar Lease renewal
- ix. Unity Trust Bank
- x. Strategic Plan
- xi. LCAS Silver Status submission

FS26/181 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 26 May 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:54pm.

Initialled:

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

DRAFT

PAPER I

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 29 April 2026



Gainsborough
TOWN COUNCIL

Subject: Town Clerk's Report

1. Summary

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

2. Incidents of Anti-Social Behaviour (ASB)

None reported.

3. Meetings and Events

Chair's Group Meeting

The next Chair's Group meeting will be held on **Monday 11 May at 10:00am**.

WLDC Markets and Events

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

Meetings with WLDC

- **22 April:** Town Clerk and Operations Manager met with Communities Manager and Communities Officer (Sport and Physical Activity) regarding Gainsborough Rugby Club.
- **10 April:** Town Clerk and Communities Officer met with Communities Manager and Sergeant Pearson regarding Aisby Walk barriers and CCTV mapping.
- **16 April:** Town Clerk met with Assistant Director (People and Democratic Services) to discuss the charitable status of Levellings and Richmond Park. A further meeting is scheduled for 5 May.

Meeting with LCC

- **8 April & 1 May:** Town Clerk and Operations Manager met with Senior Facilities Manager, Registration Service Manager, and Area Manager regarding ongoing works at Richmond House.

4. Councillor Training

Members are encouraged to review Appendix A (LALC Training Bulletin – April 2026).

Highlighted sessions include:

Data Protection Toolkit

Thursday 28th May 2026 at 6.00pm

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

Councillor Induction & Refresher

20th July, 18:00—21:00, via Zoom

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

3rd June, 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

Finance for Councillors

21st May, 18:30, via Zoom

4th June, 10:00, via Zoom

22nd September, 10:00, via Zoom

29th October, 18:30, via Zoom

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

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

Internal controls

6th May, 10:00, via Zoom

17th June, 10:00, via Zoom

30th September, 10:00, via Zoom

18th November, 10:00, 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

Councillors training: Data protection training for parish and town councillors

19th May, 18:30

23rd June, 18:30

27th July, 18:30

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.

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

Councillors training: Social media skills for parish and town councillors

29th June, 18:30, via Zoom

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.

Respectful and positive social media for councils and councillors

eLearning

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.

5. Richmond House & Richmond Park Updates

Richmond House - Rear entrance

- New flooring works completed.

Richmond House – Biodiversity Garden

Funding secured:

- £6,000 – WLDC Community Grants
- £700 – WLDC Councillor Initiative Fund (combined contributions from Cllrs Boles, Dobbie, Flear, McGhee)
- £4,823 – National Lottery Community Fund

Contractor has now been instructed.

Richmond House – Conservatory Removal

- Works commenced 20 April (expected duration: 3–4 weeks).
- Decorating contractor visit scheduled for 1 May.

- Wallpaper purchased.

Friends of Richmond Park

The Communities Officer is attempting to reestablish the Friends of Richmond Park with a meeting scheduled for 6 May 2026.

6. Aisby Walk Developments

FCC Communities Foundation Funding

- Tender documentation completed; expected to go live **1 May** (Find Tender).
- Meeting scheduled with Lincolnshire Funding Officer (TNLCF) on **5 May** at Aisby Walk.

Aisby Walk Park - Multi Agency Meeting

The Communities Officer has organised the next multiagency meeting for Tuesday 2 June at Marshalls Sports Ground.

7. Social Media

Members are reminded that their conduct on social media—both official and personal—reflects on the Council.

Care should be taken to ensure:

- Appropriate tone and accuracy
- Content does not bring the Council into disrepute
- Awareness of public perception

Guidance is available via the Council's Social Media Policy:

<https://gainsborough-tc.gov.uk/policy/electronic-communications-and-social-media-policy/>

8. Staff Matters

Annual Leave

- Communities Officer: 1 May
- Town Clerk: 11 – 15 May
- Operations Manager: 18 May
- Assistant Clerk: 1 – 5 June

Recruitment

- Two Caretakers appointed (start dates: 5 May and 11 May).

Appraisal

- Town Clerk appraisal conducted on 29 April by the Leader and Chair of Personnel.

Training

- iHasco training for 2026 issued to staff.
- Town Clerk and Operations Manager attended ICCM webinar on 29 April (Burial & Cremation Reform).

9. Lincolnshire Alerts

Residents are encouraged to register for updates on:

- Crime prevention
- Policing updates

- Community safety

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

10. Interest Forms

Members are reminded to:

- Review and update their Register of Interests
- Record any changes within **28 days**

Further guidance: <https://www.gov.uk/government/publications/openness-and-transparency-on-personal-interests-guidance-for-councillors>

11. 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?



End of Year, AGAR & audit (new date)—see page 2
Councillor Induction & Refresher (new dates)—see page 2
Chair's Workshop (new date)—see page 2
AI (3 different sessions—updated for 2026) - see page 14
LALC Summer Conference—see page 16

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) 07473 963475

Mobile 2: (Andrew) 07549 019842

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	14th April 13:00—16:00 13th May 18:30—21:00 20th July 18:00—21:00	LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR Mareham le Fen Community Centre Horncastle Road Mareham le Fen PE22 7QL Zoom
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	21st April 10:00—13:00	Zoom
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 3rd June 18:00—21:00	Zoom 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	Awaiting new dates	
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.

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	28th April, 10:00 21st May, 18:30 4th June, 10:00 22nd September, 10:00 29th October, 18:30
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.	7th May, 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.	2nd July, 10:00 29th September, 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	6th May, 10:00 17th June, 10:00 30th September, 10:00 18th November, 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	16th April, 10:00 19th May, 10:00 25th June, 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 2nd June, 10:00 16th July, 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	3rd June, 10:00 14th October, 10:00
Year end and audit—councils over £25,000	This session is aimed at councils that spend between £25,000 and £200,000 a year and prepare simple accounts on a receipts and payments basis. It is also relevant for councils under £25,000 that choose not to exempt themselves from external audit, as well as for and councils that regularly spend over £200,000 and are already comfortable with preparing income and expenditure accounts. Topics include: • Closing the accounts • Assets and borrowing • Reviewing internal control • Internal audit • The Annual Return • Electors rights • Audit • Publication requirements	Awaiting new dates

Contact LALC to book Parkinson Partnership training **46** these cannot be booked via the LALC website

Finance—delivered by:

All sessions held via Zoom

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



PARKINSON
PARTNERSHIP

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

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.	13th April, 13:00 1st June, 10:00 1st July, 13:00
Communicating with your community part 2: engaging with your community	This session will focus on putting your council's communication plan into action: how your council could connect with the community it represents. Considering the ways your council can communicate effectively and build conversations. Providing tools and techniques to start engaging and getting messages across.	5th May, 10:00 9th July, 13:00
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.	8th May, 10:00 16th July, 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.	12th May, 10:00 22nd July, 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.	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.	27th April, 13:00 18th June, 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.	13th May, 10:00 23rd July, 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.	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.	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-ev49/>

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.	7th May, 10:00 8th July, 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.	11th May, 18:30 21st July, 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.	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.	14th May, 10:00 15th July, 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.	13th April, 10:30 11th May, 13:30 8th June, 10:30 6th July, 13:30 14th July, 18:30
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.	20th April, 13:30 7th May, 18:30 18th May, 10:30 15th June, 13:00 13th July, 11:00
Data Protection for councils Part 3: Data subject rights and information security	In this session we consider how to deal with data subject rights requests, including Subject Access Requests (SARs). We explore the steps to take to ensure you are compliant and consider what exemptions may apply. There is also an introduction to information security for local councils and what this means in practice.	27th April, 10:30 28th May, 10:00 22nd June, 10:30 30th June, 18:30 20th July, 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.	28th April, 18:30 19th May, 18:30 23rd June, 18:30 27th July, 18:30
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.	29th May, 10:00 27th July, 11:00

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

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

AI sessions, updated for 2026— delivered by: £40 plus VAT per session (£80 if all 3 sessions booked)			
Description		Date	Venue
AI part 1: Getting Started With AI In Your Council In 2026 A clear and practical introduction that combines the essentials of AI with the foundations of an effective AI strategy for councils. This session explains what has changed for 2026, highlights safe and useful tools for everyday tasks, and shows how clerks, officers and councillors can plan for responsible adoption across their council. Delegates leave with an informed starting point for both practical use and longer term strategic thinking. We'll also cover the fundamentals of AI bias, transparency and data protection issues.		20th May 2026 10:00—11:30	Zoom
AI part 2: AI For Community Engagement In 2026 A focused session on using AI to strengthen community engagement through improved and more efficient content creation, including social media, written materials and video content. The training shows how AI can help councils reach wider audiences, improve accessibility and analyse community insight, together with an introduction to simple automated interactions that support engagement without replacing human customer service.		10th June 2026 13:00—14:30	Zoom
AI part 3: AI For Council Operations In 2026 A practical look at how AI supports better internal organisation through improved meetings, action tracking and project management. The session explores realistic applications that reduce administrative load, increase accuracy and support smoother workflows, together with the safeguards required for responsible use.		1st July 2026 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!	2nd June 9:30—16:00 6th October 9:30—16:00	Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR



2026

Summer Conference

Come and network with like-minded councils



14 July 2026



9:30 – 16:00



Website www.lalc.co.uk



Location Epic Centre, Lincs Showground,
LN2 2NA

£45 plus VAT per delegate

55

Introduction to cemetery management for parish & town clerks

13th May, 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 9:30—16:30 Training plus exam OR 25th June 9:30—16:30 Training only—no exam Both events are now FULLY BOOKED. Please contact LALC in case we have a last minute cancellation. 7th July 9:15—16:00 With or without exam (select the appropriate option when booking)	Washingborough Sports Pavilion Washingborough Playing Fields Washingborough LN4 1AB Waters Edge Business Centre Barton Upon Humber DN18 5JR (Arranged in conjunction with ERNLLCA)

Cemetery operations & regulatory compliance

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

30th June, 9:30—12:30

1st July, 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

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	

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

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	
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	

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	
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	

Contact LALC to book Nimble eLearning —these ~~can~~ be booked via the LALC website

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	

Contact LALC to book Nimble eLearning — ~~66~~ cannot be booked via the LALC website

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

Katrina Mobile: 07422 963475

Andrew Mobile: 07549 019842

PAPER J

Standing Orders

Contents

1. Rules of debate at meetings	2
2. Disorderly conduct at meetings	3
3. Meetings generally	4
4. Committees and sub-committees	6
5. Ordinary Council meetings	7
6. Extraordinary meetings of the Council and committees and sub-committees	9
7. Previous resolutions	9
8. Voting on appointments.....	10
9. Motions for a meeting that require written notice to be given to the Proper Officer	10
10. Motions at a meeting that do not require written notice	10
11. Management of information.....	11
12. Draft minutes	12
13. Code of conduct and dispensations	12
14. Code of conduct complaints	13
15. Proper Officer.....	13
16. Responsible Financial Officer.....	15
17. Accounts and accounting statements.....	15
18. Financial controls and procurement	16
19. Handling staff matters	17
20. Responsibilities to provide information	17
21. Responsibilities under data protection legislation.....	17
22. Relations with the press/media	17
23. Execution and sealing of legal deeds.....	18
24. Communicating with District and County or Unitary councillors	18
25. Restrictions on councillor activities.....	18
26. Standing Orders generally.....	18

Document History

Reviewed & Adopted – December 2007
Reviewed & Adopted – May 2012
Reviewed & Adopted – 7 April 2015
Reviewed & Adopted – 5 March 2019
Reviewed & Adopted – June 2022
Reviewed & Adopted – 4 January 2023
Reviewed & Adopted – 7 May 2024
Reviewed & Adopted – 6 May 2025
Reviewed & Adopted – 5 May 2026

1. Rules of debate at meetings

1.1. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

1.2. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

1.3. A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

1.4. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

1.5. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

1.6. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

1.7. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

1.8. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

1.9. Subject to Standing Order 1.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

1.10. One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

1.11. A councillor may not move more than one amendment to an original or substantive motion.

1.12. The mover of an amendment has no right of reply at the end of debate on it.

1.13. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

1.14. Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- a) to speak on an amendment moved by another councillor;
- b) to move or speak on another amendment if the motion has been amended since they last spoke;
- c) to make a point of order;
- d) to give a personal explanation; or

- e) in exercise of a right of reply.

1.15. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

1.16. A point of order shall be decided by the chair of the meeting and his decision shall be final.

1.17. When a motion is under debate, no other motion shall be moved except:

- a) to amend the motion;
- b) to proceed to the next business;
- c) to adjourn the debate;
- d) to put the motion to a vote;
- e) to ask a person to be no longer heard or to leave the meeting;
- f) to refer a motion to a committee or sub-committee for consideration;
- g) to exclude the public and press;
- h) to adjourn the meeting; or
- i) to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.

1.18. Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

1.19. Excluding motions moved under Standing Order 1.17, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three (3) minutes without the consent of the chair of the meeting.

2. Disorderly conduct at meetings

2.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

2.2. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

2.3. If a resolution made under Standing Order 2.2 above is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- ▶ Full Council meetings
- ▲ Committee meetings
- ▼ Sub-committee meetings

▶ **3.1. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

▶ **3.2. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

▲ **3.3. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

▶ **3.4. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

3.5. The Council does not accept apologies for non-attendance at meetings (except in exceptional circumstances) but will note apologies received.

3.6. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3.7. The period of time designated for public participation at a meeting in accordance with Standing Order 3.6 shall not exceed fifteen (15) minutes unless directed by the chair of the meeting.

3.8. Subject to Standing Order 3.7, a member of the public shall not speak for more than three (3) minutes.

3.9. In accordance with Standing Order 3.6, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

3.10. A person shall raise their hand when requesting to speak. The chair of the meeting may at any time request a person to stand when speaking (except when a person has a disability or is likely to suffer discomfort).

3.11. A person who speaks at a meeting shall direct their comments to the chair of the meeting.

3.12. Only one person is permitted to speak at a time. If more than one person wants to

speaking, the chair of the meeting shall direct the order of speaking.

▶ **3.13. Subject to Standing Order 3.14, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

▶ **3.14. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

▶ **3.15. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

▶ **3.16. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

▶ **3.17. The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

▶ **3.18. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillors with voting rights present and voting.**

▶ **3.19. The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See Standing Orders 5.8 and 5.9 for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

▶ **3.20. Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

3.21. The minutes of a meeting shall include an accurate record of the following:

a) the time and place of the meeting;

b) the names of councillors who are present and the names of councillors who are absent;

c) interests that have been declared within the meeting by councillors and non-

councillors with voting rights;

d) the grant of dispensations (if any) to councillors and non-councillors with voting rights;

e) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

f) if there was a public participation session; and

g) the resolutions made.

▼
▲
▶ **3.22. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

▶ **3.23. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See Standing Order 4.4 (h) for the quorum of a committee or sub-committee meeting.

3.24. If within ten minutes of the scheduled start of a meeting there are insufficient members to provide a quorum business will be adjourned to a time and place fixed by the Chair at the time the meeting is adjourned or, if no such time or place is fixed, it will be adjourned until the next ordinary meeting.

▼
▲
▶ **3.25. If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

3.26. A meeting shall generally not exceed a period of two (2) hours, unless by resolution of members attending the meeting agree to extend.

4. Committees and sub-committees

4.1. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

4.2. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

4.3. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

4.4. The Council may appoint standing committees or sub-committees / working groups as may be necessary, and:

- a) shall determine their terms of reference;
- b) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Council;
- c) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- d) shall, subject to Standing Orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee;
- e) may, subject to Standing Orders 4.2 and 4.3, appoint substitute members to a committee (maximum two (2)) whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one (1) day before the meeting that they are unable to attend;
- f) shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- g) shall permit a sub-committee / working group other than a standing committee, to appoint its own chair at the first meeting of the sub-committee / working group;
- h) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three (3);
- i) shall determine if the public may participate at a meeting of a committee;
- j) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- k) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- l) may dissolve a committee or a sub-committee.

4.5 An individual member shall not be the Chair of more than one standing committee and also hold the role of Leader or Chair of the Council.

5. Ordinary Council meetings

5.1. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.

5.2. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

5.3. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

5.4. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council

decides.

5.5. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

5.6. The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

5.7. The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

5.8. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

5.9. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

5.10. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- a) In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- b) Confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) Receipt of the minutes of the last meeting of a committee;
- d) Consideration of the recommendations made by a committee;
- e) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- f) Review of the structure and functions for committees;
- g) Appointment of members to existing committees;
- h) Appointment of any new committees in accordance with Standing Order 4;
- i) Review and adoption of appropriate Standing Orders, Financial Regulations and Code of Conduct;
- j) Review of representation on or work with external bodies and arrangements for

reporting back;

- k) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- l) Review of inventory of land and other assets including buildings and office equipment;
- m) Confirmation of arrangements for insurance cover in respect of all insurable risks;
- n) Review of the Council's and/or staff subscriptions to other bodies;
- o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence (GPC only in an election year)
- p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the Council and committees and sub-committees

6.1. The Chair of the Council may convene an extraordinary meeting of the Council at any time.

6.2. If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

6.3. The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

6.4. If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven (7) days of having been requested by to do so by three (3) members of the committee or the sub-committee, any two (2) members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

7. Previous resolutions

7.1. A resolution shall not be reversed within six (6) months except either by a special motion, which requires written notice by at least six (6) councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

7.2. When a motion moved pursuant to Standing Order 7.1 has been disposed of, no similar motion may be moved within a further six (6) months.

8. Voting on appointments

8.1. Where more than two (2) persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one (1) person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

9.1. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

9.2. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

9.3. The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9.2, correct obvious grammatical or typographical errors in the wording of the motion.

9.4. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five (5) clear days before the meeting.

9.5. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

9.6. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

9.7. Motions received shall be recorded and numbered in the order that they are received.

9.8. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

10.1. The following motions may be moved at a meeting without written notice to the Proper Officer;

- a) to correct an inaccuracy in the draft minutes of a meeting;
- b) to move to a vote;

- c) to defer consideration of a motion;
- d) to refer a motion to a particular committee or sub-committee;
- e) to appoint a person to preside at a meeting;
- f) to change the order of business on the agenda;
- g) to proceed to the next business on the agenda;
- h) to require a written report;
- i) to appoint a committee or sub-committee and their members;
- j) to extend the time limits for speaking;
- k) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- l) to not hear further from a councillor or a member of the public;
- m) to exclude a councillor or member of the public for disorderly conduct;
- n) to temporarily suspend the meeting;
- o) to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
- p) to adjourn the meeting; or
- q) to close the meeting.

11. Management of information

See also Standing Order 20

11.1. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

11.2. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

11.3. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

11.4. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

12.1. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

12.2. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10.1(a).

12.3. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

12.4. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

▼
▲
▶ **12.5. If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

12.6. Subject to the publication of draft minutes in accordance with Standing Order 12.5 and Standing Order 20.1 and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also Standing Order 3.22 above.

13.1. All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.

13.2. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

13.3. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.

13.4. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for

which the dispensation is required.

13.5. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

13.6. A dispensation request shall confirm:

- a) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- b) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- c) the date of the meeting or the period (not exceeding four (4) years) for which the dispensation is sought; and
- d) an explanation as to why the dispensation is sought.

13.7. Subject to Standing Orders 13.4 and 13.6, a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.

13.8. A dispensation may be granted in accordance with Standing Order 13.5 if having regard to all relevant circumstances any of the following apply:

- a) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- b) **granting the dispensation is in the interests of persons living in the Council's area; or**
- c) **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

14.1. Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. Proper Officer

15.1. The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

15.2. The Proper Officer shall:

- a) **at least three (3) clear days before a meeting of the Council, a committee or a sub-committee**

- **serve on councillors, by delivery or post at their residences, or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See Standing Order 3.2 for the meaning of clear days for a meeting of a full Council and Standing Order 3.3 for the meaning of clear days for a meeting of a committee.

- b) subject to Standing Order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five (5) days before the meeting confirming his withdrawal of it;
- c) convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- d) facilitate inspection of the minute book by local government electors;**
- e) receive and retain copies of byelaws made by other local authorities;**
- f) hold acceptance of office forms from councillors;
- g) hold a copy of every councillor's register of interests;
- h) assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- i) liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- j) receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- k) assist in the organisation, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- l) arrange for legal deeds to be executed;
(see also Standing Order 23);
- m) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- n) record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- o) refer a planning application received by the Council to the Planning Committee

- p) manage access to information about the Council via the publication scheme; and
- q) retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also Standing Order 23).

16. Responsible Financial Officer

16.1. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent for a period that would seriously harm and damage the Council's financial affairs were it not for that appointment and that appointment would be considered on a case by case basis depending on the seriousness of the absence.

17. Accounts and accounting statements

17.1. "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

17.2. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

17.3. The Responsible Financial Officer shall supply each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- a) the Council's income and expenditure for each quarter;
- b) the Council's aggregate income and expenditure for the year to date;
- c) the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

17.4. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- a) each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
- b) to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

17.5. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council or income and expenditure for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least fourteen (14) days prior to anticipated approval by Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval

before 30 June.

18. Financial controls and procurement

18.1. The Council shall consider and approve Financial Regulations drawn up by the Finance and Strategy Committee, which shall include detailed arrangements in respect of the following:

- a) the keeping of accounting records and systems of internal controls;
- b) the assessment and management of financial risks faced by the Council;
- c) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- d) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- e) whether contracts with an estimated value below £60,000 due to special circumstances are exempt from tendering process or procurement exercise.

18.2. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

18.4. Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- a) a specification for the goods, materials, services or the execution of works shall be drawn up;
- b) an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- c) tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer, the Council have also agree to receive tenders by electronic means. These will only be sent to the townclerk@ email account and will not be opened and printed until the close of the tender applications;
- d) tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- e) tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

18.5. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

18.6. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. Handling staff matters

19.1. A matter personal to a member of staff that is being considered by a meeting of Council, and or any relevant committee, sub-committee or working group thereof is subject to Standing Order 11.

19.2. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

19.3. In accordance with Standing Order 11.1 persons authorised by the Town Clerk shall have access to staff records referred to in Standing Orders 19.2.

20. Responsibilities to provide information

See also Standing Order 21.

20.1. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

20.2. The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under data protection legislation

(Below is not an exclusive list).

See also Standing Order 11.

- a) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- b) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e) **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

22.1. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with

the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also Standing Orders 15.2(l) and (q).

23.1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

23.2. Subject to Standing Order 23.1, any two (2) councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

23.3 Subject to Standing Order 23.1, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

The above is applicable to a Council with a common seal.

24. Communicating with District and County or Unitary councillors

24.1. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

24.2 Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

25.1. Unless duly authorised, no councillor shall:

- a) inspect any land and/or premises which the Council has a right or duty to inspect;
or
- b) issue orders, instructions or directions to any officer or employee of the Council.

26. Standing Orders generally

26.1. All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

26.2. A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least six (6) councillors to be given to the Proper Officer in accordance with Standing Order 9.

26.3. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor as soon as possible.

26.4. The decision of the chair of a meeting as to the application of Standing Orders at the meeting shall be final.

PAPER K

Financial Regulations

Contents

1. General.....	2
2. Risk Management and Internal Control.....	4
3. Accounting and Audit (Internal and External).....	5
4. Annual Estimates (Budget) and Forward Planning.....	6
5. Budgetary Control and Authority to Spend.....	7
6. Procurement.....	8
7. Banking and Payments.....	9
8. Electronic Payments.....	11
9. Cheque Payments.....	12
10. Payment Cards.....	13
11. Petty Cash.....	13
12. Payment of Salaries.....	13
13. Loans and Investments.....	14
14. Income.....	15
15. Payments Under Contracts for Building or Other Construction Works.....	15
16. Stores and Equipment.....	16
17. Assets, Properties and Estates.....	16
18. Insurance.....	16
19. Charities.....	17
20. Suspension and Revision of Financial Regulations.....	17
Appendix 1 - Tender process.....	18

Document History

Reviewed & Adopted – December 2007
Reviewed & Adopted – 4 December 2013
Reviewed & Adopted – 1 July 2014
Reviewed & Adopted – 20 September 2016
Reviewed & Adopted – 5 March 2019
Updated & Adopted – 2 June 2021
Reviewed & Adopted – 4 January 2023
Updated & Adopted – 5 July 2023
Reviewed & Adopted – 6 May 2025
Updated & Adopted – 1 July 2025
Updated & Adopted – 5 May 2026

1. General

1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for Members and Officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and any individual Financial Regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

In these Financial Regulations 'Must' and **bold text** refer to a statutory obligation the Council cannot change.

1.3. The Council's accounting control systems must include measures:

- a) for the timely production of accounts;
- b) that provide for the safe and efficient safeguarding of public money;
- c) to prevent and detect inaccuracy and fraud; and
- d) identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and will be subject to sanctions contained within the Town Council Code of Conduct and adopted disciplinary procedures.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for Gainsborough Town Council and these regulations will apply accordingly.

1.9. The RFO;

- a) acts under the policy direction of the Council;
- b) administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- c) determines on behalf of the Council its accounting records and accounting control systems;
- d) ensures the accounting control systems are observed;
- e) maintains the accounting records of the Council up to date in accordance with proper practices;

- f) assists the Council to secure economy, efficiency, and effectiveness in the use of its resources; and
- g) produces financial management information as required by the Council (not individual elected Members).
- h) attends relevant financial management and other relevant training as required.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- a) entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- b) a record of the assets and liabilities of the Council; and
- c) wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- a) procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- d) procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- e) measures to ensure that risk is properly managed.

1.13. **The Council must not delegate any decision regarding:**

- a) **setting the final budget or the precept (Council Tax Requirement);**
- b) **the outcome of a review of the effectiveness of its internal controls**
- c) **approving accounting statements;**
- d) **approving an annual governance statement;**
- e) **borrowing;**
- f) **declaring eligibility for the General Power of Competence; and**
- g) **addressing recommendations in any report from the internal or external auditors.**

The following will be dealt with by the Finance and Strategy Committee

- h) writing off bad debts;

1.14. In addition, the Council shall:

- a) determine regularly review the bank mandate for all Council bank accounts;

- b) approve any grant or a single commitment in excess of £10,000; and
- c) in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Personnel Committee in accordance with its terms of reference.

1.15. In these financial regulations,

- a) Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under Sections 32, 43(2) and 46 the Local Audit and Accountability Act, or any superseding legislation, and then in force unless otherwise specified.
- b) "Approve" refers to an online action, allowing an electronic transaction to take place.
- c) "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
- d) 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Smaller Authorities Proper Practices Panel (SAPPP), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Risk Management and Internal Control

2.1 The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2 The Town Clerk & RFO shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3 When considering any new activity, the Town Clerk & RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4 At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5 The accounting control systems determined by the RFO must include measures to:

- a) ensure that risk is appropriately managed;
- b) ensure the prompt, accurate recording of financial transactions;
- c) prevent and detect inaccuracy or fraud; and
- d) allow the reconstitution of any lost records;
- e) identify the duties of officers dealing with transactions and
- f) ensure division of responsibilities.

2.6 On a monthly basis, the Councils Finance and Strategy Committee shall verify bank reconciliations for all accounts held by the Council and will record the verification by a minute confirming the review within the minutes of that meeting.

2.7 Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put

measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounting and Audit (Internal and External)

3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

3.2 The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- a) **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
- b) **a record of the assets and liabilities of the Council.**

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements, annual report, and any related documents of the Council contained in the Annual Governance and Accountability Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

3.5. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and internal control in accordance with proper practices.

3.6 Any officer or member of the Council shall make available such documents and records as internal auditor, or external auditor consider necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide

3.8. The Council shall ensure that the internal auditor:

- a) be competent and independent of the financial operations of the Council;
- b) report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- c) to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- d) have no involvement in the financial decision making, management or control of the Council.

3.9. Internal or external auditors may not under any circumstances:

- a) perform any operational duties for the Council;
- b) initiate or approve accounting transactions;
- c) provide financial, legal or other advice including in relation to any future transactions; or
- d) direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, , or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Annual Estimates (Budget) and Forward Planning

4.1 Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.3. Each committee (if any) shall review its three year forecast of revenue and capital income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance and Strategy Committee not later than the end of November each year including any proposals for revising the forecast.

4.4. The RFO must each year, by no later than December, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Strategy Committee and the Council.

4.5. Unspent provisions in the capital budget for completed projects shall not be carried forward to a subsequent year.

4.6. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital income and expenditure including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

4.7. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year.

4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.9. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.10. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or relevant committee.

5. Budgetary Control and Authority to Spend

5.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- a) the Council for all items over £10,000 excluding VAT;
- b) a duly delegated committee of the Council for items over £5,000 excluding VAT;
- c) the Town Clerk and / or Operations Manager in consultation with Chair of Council or Chair of the appropriate committee, for any items below £5,000 excluding VAT; or
- d) the Town Clerk, and / or Operations Manager for items below £1,500 excluding VAT.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by verbal authorisation by the appropriate Chair.

5.2. No expenditure may be authorised that will exceed the amount provided in the budget for that type of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

5.3. In cases of serious risk to the delivery of Council services or to public safety on Council premises,, the Town Clerk may authorise expenditure on behalf of the Council which in the Town Clerk's, or Operations Manager in the absence of the Town Clerk, judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Town Clerk and / or Operations Manager in the absence of the Town Clerk shall report such action to the chair as soon as possible and to the Council as soon as practicable thereafter.

5.4. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be

prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 of the budget.

5.5. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

6. Procurement

6.1. A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

6.2. Any ordering system can be misused and access to them shall be controlled by the RFO.

6.3. Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

6.4. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

6.5. Every contract shall comply with the Council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency

6.6. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.

6.7. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed under Financial Regulation 6.14) obtain prices as follows:

6.8. For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

6.9. For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

6.10. For contracts greater than £3,000 excluding VAT the Town Clerk or Operations Manager shall seek at least 2 preferably 3 fixed-price quotes;

6.11. Where the value is between £1,000 and £3,000 excluding VAT, the Town Clerk or Operations Manager shall try to obtain at least 2 estimates (which might include evidence of online prices, or recent prices from regular suppliers.)

6.12. For smaller purchases, the Town Clerk shall seek to achieve value for money.

6.13. Contracts must not be split to avoid compliance with these rules.

6.14. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

6.15. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant committee. Avoidance of competition is not a valid reason.

6.16. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

6.17. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Council or make any contract on behalf of the Council.

6.18. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

6.19. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

7. Banking and Payments

7.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

7.2. The Council will make safe and efficient arrangements for the making of its payments to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.

7.3. The authorisation given to the Town Clerk under Financial Regulation 5.1 relates to 'routine expenditure.' Such budget lines will be made clear at the time the budget is set. All expenditure by the Town Clerk will be reported to the next meeting of the Finance and Strategy Committee as part of the normal budget monitoring process.

7.4. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to the Finance and Strategy Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Finance and Strategy Committee. The approved schedule shall be ruled off and initialled by the Chair of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

7.5. All payments shall be made by online banking, in accordance with a resolution of the Finance and Strategy Committee, unless resolved to use a different payment method.

7.6. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

7.7. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance and Strategy Committee meeting.

7.8. The Town Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of committee, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Strategy Committee;
- b) An expenditure item authorised under Financial Regulations 7.10 (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Strategy Committee; or
- c) Fund transfers within the Councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Strategy Committee.

7.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Finance and Strategy Committee. The Finance and Strategy Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

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.

7.11. A record of regular payments made under Financial Regulation 7.8 shall be drawn up and be signed by two members on each and every occasion when payment is authorised - to control the risk of duplicated payments being authorised and / or made.

7.12. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

7.13. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

7.14. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

7.15. Following authorisation the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.

7.16. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained within the Council's safe. In line with Standing Order 16 where the Responsible Finance Officer is absent for a period of time that would seriously harm and damage the Council's financial affairs and electronic payments, Council shall appoint an appropriate staff member to access the required information to undertake the work. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable.

7.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link.

8. Electronic Payments

8.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

8.2. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

- 8.3. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 8.4. Two councillors who are authorised signatories shall check the payment details against the invoices before approving payment using the online banking system.
- 8.5. Evidence shall be retained showing which members approved the payment and a printout of the transaction confirming that the payment has been made for audit purposes.
- 8.6. A full list of all payments made in a month shall be provided to the next Finance and Strategy Committee meeting and appended to the minutes.
- 8.7. With the approval of 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. 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.
- 8.9. If thought appropriate by the Council, regular payments of fixed sums may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 8.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 8.11. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 8.12. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

9. Cheque Payments

- 9.1. Cheques or orders for payment in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment.
- 9.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

9.3. To indicate agreement of details shown on the cheque with the counterfoil and the invoice or similar documentation, signatories shall also initial the cheque counterfoil.

9.4. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance and Strategy Committee at the next convenient meeting.

10. Payment Cards

10.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and the Operations Manager and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Finance and Strategy Committee in writing before any order is placed.

10.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Strategy Committee. Transactions and purchases made will be reported to the Finance and Strategy Committee and authority for topping-up shall be at the discretion of the Finance and Strategy Committee.

10.3. Any corporate credit card opened by the Council will be specifically restricted to use by the Town Clerk and Operations Manager and shall be subject to automatic payment in full at each month-end.

10.4. Any trade card account opened by the Council will be specifically restricted to use by the Town Clerk, Operations Manager and Grounds Maintenance Team Leader and shall be subject to automatic payment in full at each month-end.

11. Petty Cash

11.1. The RFO shall maintain as petty cash float of £100 for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate the payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented for approval.

12. Payment of Salaries

12.1. As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.

12.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

12.3. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

12.4. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or

discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

12.5. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee, unless by virtue of changes of adopted national pay agreements.

12.6. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

12.7. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

12.8. An effective system of personal performance management should be maintained for the Senior Officers.

12.9. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

12.10. Before employing interim staff the Council must consider a full business case.

13. Loans and Investments

13.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by Full Council.

13.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

13.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

13.4. The Council shall consider the need for an Investment Strategy and Policy which in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

13.5. All investments of money under the control of the Council shall be in the name of the Council.

13.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

13.7. Payments in respect of short term or long term investments, shall be made in accordance with these regulations.

14. Income

14.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

14.2. The Council will review all fees and charges for work done, services provided or goods sold at least annually following a report of the Town Clerk. The RFO shall be responsible for the collection of all accounts due to the Council.

14.3. Any sums found to be irrecoverable and any bad debts shall be subject to the Council's Debt Recovery Policy.

14.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

14.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

14.6. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

14.7. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

14.8. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Financial Regulation 19 below).

15. Payments Under Contracts for Building or Other Construction Works

15.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

15.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

15.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the financial provision.

16. Stores and Equipment

16.1. The Officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

16.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

16.4. The Operations Manager shall be responsible for periodic checks of stocks and stores at least annually.

17. Assets, Properties and Estates

17.1. The Town Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

17.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

17.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

17.4. No interests in land shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

17.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

18. Insurance

18.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered. reviewing these annually before the renewal date in conjunction with the Council's review of risk management.

18.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

18.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting. The RFO shall negotiate all claims on the Council's insurers.

18.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

19. Charities

19.1. Where the Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

20. Suspension and Revision of Financial Regulations

20.1. The Council shall review the Financial Regulations annually and following any change of Town Clerk or RFO. The Town Clerk shall monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

20.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

20.3 The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, the Council have also agree to receive tenders by electronic means. These will only be sent to the townclerk@ email account and will not be opened and printed until the close of the tender applications.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) Tenders will be scored by a panel of Officers and Members. For every tender process, the Council will appoint a panel which shall consist of no less than 3 individuals and no more than five individuals at least one of which must be a Council member and one a Council officer. Tenders will be scored in accordance with a scoring matrix which must by resolution have been adopted by the relevant Committee. Scores will be reported to the Full Council who shall make the final award of the contract based on the scores presented to them by the tender scoring panel. The tender scoring panel shall appoint a Chair from within the panel and scores will be determined by majority vote. The Chair shall have a casting vote if required.

PAPER L

Structure and Functions

Contents

1. Introduction	3
2. Structures and Arrangements	3
Committee structure.....	3
General description of Committees and Working Groups	3
Committees	3
Sub-Committees	4
Working Groups	4
Creation of new Committees, Sub-Committees and Working Groups	4
Office Holders	5
Council Officers.....	5
3. Policies	5
What is a policy	5
How policies are created	6
Committee with delegated powers	6
No delegated powers or a reserved matter	6
How are policies reviewed	6
4. Scheme of Delegation	9
Introduction	9
Authorisation of expenditure	9
Emergency delegated powers	10
Limitations.....	11
Matters reserved to Council	11
Office Holders	12
Chair of the Council – Mayor	12
Vice Chair of the Council – Deputy Mayor	12
Leader of the Council	13
Deputy Leader of the Council	13
Committee Chair	13
Representatives to outside bodies	14
Officer delegated functions	14
Town Clerk	14

Operations Manager	17
5. Scheme of Delegation for Committees	17
Introduction	17
6. Finance and Strategy Committee Terms of Reference	18
7. Personnel Committee Terms of Reference	20
8. Planning Committee Terms of Reference	22
9. Property and Services Committee Terms of Reference	24
10. Cemetery Working Group Terms of Reference	26
11. Neighbourhood Plan Working Group Terms of Reference	28
12. Policy Review Working Group Terms of Reference	30
13. Chairs Group Terms of Reference	32
14. Community Emergency Plan Working Group Terms of Reference	33
15. Asset Transfers Task and Finish Group Terms of Reference	35
16. Earmarked Reserves	37
17. Appendix 1 – Allotment management and administration	39
Introduction	39
Delegated Powers and functions	39
Site Representative.....	39

Document History

Adopted by Council – 26 April 2021

Updated – 2 June 2021

Appendix reviewed and adopted - 1 March 2023 and 5 April 2023

Reviewed and adopted– 7 May 2024

Updated – 5 November 2024

Updated – 7 January 2025

Reviewed and adopted– 6 May 2025

Reviewed and adopted– 5 May 2026

1. Introduction

- 1.1 This document sets out key arrangements, processes, and structures of the Town Council. A Scheme of the Delegation has been included which makes clear the decision-making structure of the Town Council.
- 1.2 Where particularly complicated or specific arrangements are required, they will be added as an appendix to the document. This should be done to assist with review and provide clarity.
- 1.3 This document should be read in conjunction with other key Town Council documents. In particular Standing Orders and Financial Regulations should be referenced.
- 1.4 It is expected that this document will be reviewed once a year at the Annual Meeting of the Town Council.

2. Structures and Arrangements

- 2.1 This section will briefly set out the structures and arrangements of the Town Council.

Committee structure

- 2.2 It is important that councillors, officers, and members of the public are able to understand the key structures and arrangements of the Town Council.
- 2.3 The Town Council consists of Council (usually called Full Council) and four Committees. The four (4) Committees are as follows:
 - Finance and Strategy Committee
 - Personnel Committee
 - Planning Committee
 - Property and Services Committee
- 2.4 The roles and delegated powers and functions of each Committee will be described in depth later in this document.
- 2.5 The Annual Parish Meeting is administered by the Town Council; however, it is not part of the formal Committee structure.

General description of Committees and Working Groups

Committees

- 2.6 Technically called 'Standing Committees' they sit under Council and undertake the delegated powers and functions assigned to them.
- 2.7 Where delegated powers and functions exist, there is usually no need for a Committee to refer a matter to Council. This is because Council has already taken the decision to delegate that power or function.
- 2.8 Each Committee must have a Terms of Reference setting out its role and function. Membership of a Committee will usually be nine Members of the Town Council.
- 2.9 There will be no limit on how long a Committee should be in place for. The arrangements should however be reviewed on a regular basis to ensure that they are fit for purpose.

Sub-Committees

- 2.10 A Sub-committee sits underneath a Committee. They often have a smaller group of Members which focus on a particular function or area of business.
- 2.11 Where delegated powers and functions exist, there is no need for a Sub-committee to refer a matter to the parent Committee or to Council. This is because a decision has already been made to delegate that power and function.
- 2.12 Each Sub-committee must have a Terms of Reference setting out their role and function. Membership will usually be five (5) Members of the Town Council.
- 2.13 There will be no limit on how long a Sub-committee should be in place for. The arrangements should however be reviewed on a regular basis to ensure that they are fit for purpose.

Working Groups

- 2.14 Working Groups are appointed to study and report on a particular question or issue. Once a final position has been reached a recommendation should be made to the parent body based.
- 2.15 Working Groups are considered to have the role of an 'advisory committee'. Such committees can have non-members on them as they do not regulate finances.
- 2.16 Working Groups have a function that is similar to a 'task and finish' panel. A specific task will be allocated to the Working Group and once the task is completed and a recommendation made it will cease to function.
- 2.17 Each Working Group must have a Terms of Reference setting out its function. Other than research and quote gathering a Working Group will not have any other powers or functions delegated to it.
- 2.18 A Working Group must have a minimum of three (3) Members of the Town Council. A further six (6) non-members can be appointed or co-opted to provide additional experience to the Working Group.
- 2.19 Under no circumstances will a Working Group have budgetary responsibility or be able to regulate finances.
- 2.20 The number of formal Working Groups should be kept to a minimum. They must not distract from the work of Council and Committees or take up a disproportionate amount of time and number of resources.

Creation of new Committees, Sub-Committees and Working Groups

- 2.21 From time to time, it might be necessary to create new Committees, Sub-committees, and Working Groups.
- 2.22 Committees and Sub-committees in particular require a great deal of resource to service and significantly increase the workload for Councillors and staff.
- 2.23 Before Committees and Sub-committees are established Council should consider the additional resources and time implications.
- 2.24 The process of creating new Committees, Sub-committees, and Working Groups is set out at section 4 of Standing Orders and is a matter reserved to Council.

Office Holders

2.25 Some Councillors are appointed or elected to certain positions. These are referred to as Office Holders. In some cases, they will have delegated powers and functions.

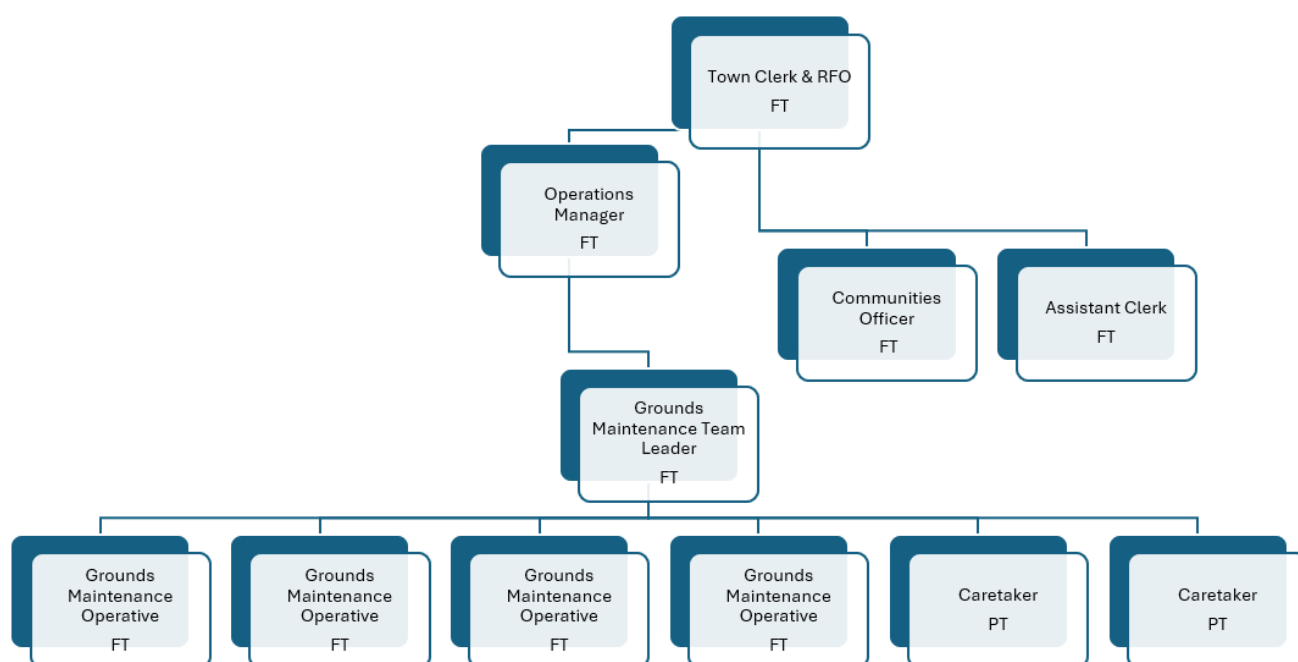
2.26 Office Holder positions are as follows:

- Chair of the Town Council (Mayor)
- Vice Chair of the Town Council (Deputy Mayor)
- Leader of the Council
- Deputy Leader of the Council
- Chair of a Committee
- Vice Chair of a Committee
- Representative on an outside body

Council Officers

2.27 The Town Council is serviced by a team of officers. They carry out the decisions made by the Town Council and in some cases have delegated powers and functions. The current staff structure is set out below.

Table 1. Staff structure diagram



3. Policies

What is a policy

- 3.1 It is important that the Town Council has procedures in place for the creation and review of policies.
- 3.2 A policy is a document setting out principles to guide the decisions of the Town Council. It ensures that rational outcomes are achieved and is a statement of intent which is implemented as a procedure.
- 3.3 Town Council policies provide the framework and strategies through which decisions are made, and functions are carried out.

- 3.4 Not every document therefore is a policy. Documents that could be described as routine or managerial are not policies. This would include, but is not limited to, the following: waiting lists, forms, and notices.

How policies are created

- 3.5 It is important that policies are created in a consistent way that is not open to challenge. The process will be as follows:

Committee with delegated powers

- 3.6 If there is a Committee with delegated powers a draft of the policy will be considered. At this stage Members can reject the policy, defer consideration, or recommend to Council that the policy be adopted.
- 3.7 Once recommended the matter will be put to Council. If approved by Council, the policy will be considered to have been 'adopted'.
- 3.8 Once adopted it will be the responsibility of the Committee to review the document. Unless substantially change to the policy is proposed Council will not need to consider the matter.

No delegated powers or a reserved matter

- 3.9 A draft will be placed before the Finance and Strategy Committee for review. At this stage Members can reject the policy, defer consideration, or recommend to Council that the policy be adopted.
- 3.10 Once recommended the matter will be put to Council. If approved by Council, the policy will be considered to have been 'adopted'.
- 3.11 Once adopted it will be the responsibility of the Finance and Strategy Committee to review the policy.
- 3.12 If the matter is not reserved to Council, the Finance and Strategy Committee may make changes to the policy unless substantial change is proposed.
- 3.13 In the case of a reserved matter Council will need to approve any changes or amendments to the policy.

How are policies reviewed

- 3.14 The Town Council has a large number of policies. It is important that they are reviewed on a regular basis.
- 3.15 The table below sets out how policies are to be reviewed and by which Committee. The frequency of review will either be:
- i. Annually – once a year
 - ii. Biennially – once every two years

Table 2. Review of policies

Policy	Council or Committee to review the policy	Frequency of review
Abusive, Persistent or Vexatious Complaints Policy	Finance and Strategy	Biennially
Adoption Leave Policy	Personnel	Biennially
All allotments policies: -	Property and Services	Biennially

Allotment Tenancy Agreement Animals on Allotments Policy Waste Management Policy Tenancy Breach Policy A Guide to Gardening		
Anti-Fraud and Corruption Policy	Finance and Strategy	Biennially
Carers Leave Policy	Personnel	Biennially
Code of Conduct	Council (undertaken by Policy Review Working Group)	Annually
Community Grants Policy	Finance and Strategy	Biennially
Complaints Policy	Finance and Strategy	Biennially
Councillor Laptop Use & Return Agreement	Finance and Strategy	Biennially
Councillor Vacancy (Co-option) Policy	Finance and Strategy	Biennially
Data Breaching Policy	Finance and Strategy	Biennially
Data Protection Policy	Finance and Strategy	Biennially
Data Protection Policy for HR- related Data	Personnel	Biennially
Document Retention Policy	Finance and Strategy	Biennially
Debt Recovery Policy	Finance and Strategy	Biennially
Dignity at Work Policy	Personnel	Biennially
Electronic Communications and Social Media Policy	Finance and Strategy	Biennially
Employee Code of Conduct	Personnel	Biennially
Environment and Sustainability Policy	Finance and Strategy	Biennially
Equality and Diversity Policy	Personnel	Biennially
Exhumation Policy	Property and Services	Biennially
Expenses Policy	Personnel	Biennially
Filming and Recording of Meetings Policy	Finance and Strategy	Biennially
Financial Regulations	Council (undertaken by Policy Review Working Group))	Annually
Flexible Working Policy	Personnel	Biennially
Freedom of Information Policy	Finance and Strategy	Biennially
General Privacy Notice	Finance and Strategy	Biennially

GDPR Security Compliance Check List	Finance and Strategy	Biennially
Guidance and Regulations within Gainsborough Town Council Cemeteries	Property and Services	Biennially
Health and Safety Policy	Personnel	Biennially
Investment Strategy	Finance and Strategy	Annually
IT Policy	Finance and Strategy	Biennially
Lone Worker Policy	Personnel	Biennially
Maternity Leave Policy	Personnel	Biennially
Members' Allowances Policy	Council (undertaken by Policy Review Working Group)	Biennially
Member / Officer Protocol	Finance and Strategy	Biennially
Memorial Mason Guidance	Property and Services	Biennially
Mobile Phone Policy	Personnel	Biennially
Name Badge & ID Card Policy	Finance and Strategy	Biennially
Neonatal Care Leave Policy	Personnel	Biennially
No Smoking Policy	Personnel	Biennially
Operation Bridges Policy	Finance and Strategy	Biennially
Parental Bereavement Policy	Personnel	Biennially
Paternity Leave Policy	Personnel	Biennially
Pensions Discretions Policy	Finance and Strategy	Biennially
Privacy Notice for Staff*, Councillors and Role Holders**	Finance and Strategy	Biennially
Public Participation at Meetings Policy	Finance and Strategy	Biennially
Publication Scheme	Finance and Strategy	Biennially
Reserves Policy	Finance and Strategy	Annually
Risk Management Policy	Finance and Strategy	Annually
Risk Register	Finance and Strategy	Annually
Safeguarding Policy and Procedures	Personnel	Biennially
Sexual and General Harassment Policy and Procedure	Personnel	Biennially
Share Parental Leave Policy	Personnel	Biennially
Sickness Absence Policy	Personnel	Biennially
Staff Appraisal Policy	Personnel	Biennially
Staff Handbook	Personnel	Biennially

Standing Orders	Council (undertaken by Policy Review Working Group)	Annually
Structure and Functions	Council (undertaken by Policy Review Working Group)	Annually
Subject Access Request Procedure	Finance and Strategy	Biennially
Staff Training & Development Policy	Personnel	Biennially
Training Policy (Staff & Councillor) Policy	Finance and Strategy	Biennially
Tree Management Strategy	Property and Services	Biennially
Use of Work Vehicles by Councillors and Staff for Personal Domestic Use	Finance and Strategy	Biennially
Volunteer Policy	Personnel	Biennially
Website Accessibility Statement	Finance and Strategy	Annually
Wellbeing Policy	Personnel	Biennially
Whistle-Blowing and Confidential Reporting Policy	Personnel	Biennially

4. Scheme of Delegation

Introduction

- 4.1 The Town Council's Scheme of Delegation sets out the decision-making structure of the Town Council. It makes clear how powers and functions have been delegated and the matters reserved to Council.
- 4.2 The Scheme of Delegation provides a broad framework which should be reviewed from time to time. It should be seen as a living document that will evolve to meet the needs of the Town Council.
- 4.3 The delegated powers and functions of the Committees are set out in the form of Terms of Reference.
- 4.4 The Scheme of Delegation in some cases might not provide sufficient detail. In such a situation the matter should be clarified, and the additional details set out as an appendix to this document.
- 4.5 This Scheme of Delegation does not seek to repeat in detail what has already been set out in other key documents. This document should therefore be read in conjunction with those key documents.

Authorisation of expenditure

- 4.6 Financial Regulation 5.1 sets out delegations in relation to revenue expenditure in the following way:
- 4.7 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- a) the Council for all items over £10,000 excluding VAT;
- b) a duly delegated committee of the Council for items over £5,000 excluding VAT;
- c) the Town Clerk and / or Operations Manager in consultation with Chair of Council or Chair of the appropriate committee, for any items below £5,000 excluding VAT;
- d) the Town Clerk, and / or Operations Manager for items below £1,500 excluding VAT.

4.8 Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by verbal authorisation by the appropriate Chair.

Emergency delegated powers

4.9 It is important that a set of delegated powers are clearly set out for use in an emergency situation.

4.10 Emergency delegated powers should be seen as an action of 'last resort'. They are to be used in a situation which meets one or more of the following criteria:

- i. Service delivery is severely compromised, or needs to be rapidly adapted to a new circumstance;
- ii. public safety is in immediate and significant danger;
- iii. the health and safety of staff is being or could be seriously compromised;
- iv. significant damage to Council property will result from inaction, and/or;
- v. the usual management of Council business is impossible due to the urgent nature of a decision or external constraint.

4.11 Before using emergency delegated powers, the Town Clerk will attempt to inform the Chair of the Council and the Leader of the Council. At this stage it will be determined if the matter justifies an extraordinary meeting and if there is enough time to call one.

4.12 In a situation such as that described above, the Town Clerk has the emergency delegated power to:

- i. Authorise payments of up to £3,000. Before the payment is made one of the following must be informed:
 - Chair of the Council
 - Leader of the Council
 - Chair of the appropriate committee.
- ii. Review and update the policy and procedures of the Town Council as required by legislation, government guidance or operational experience.
- iii. Authorise the temporary closure of Council property and the suspension of services (in the absence of the Town Clerk this power should be exercised by the Operations Manager).
- iv. Undertake the following:
 - a) Delegate to officers of the Council additional appropriate duties necessary to minimise service disruption and ensure business continuity;
 - b) Take decisive and proportionate action to ensure staff health & safety and public safety;
 - c) Manage emergency communications on behalf of the Town Council;

- d) Cancel or postpone Town Council events;
- e) Cancel or postpone meetings of the Town Council, and;
- f) Arrange for formal meetings of the Town Council to be held remotely should legislation allow for it.

4.13 Whenever an emergency delegated power is used a brief written report will be posted on the Town Council website within seven (7) working days. The report will be presented to the next meeting of Council or the appropriate Committee for ratification.

Limitations

4.14 Committees (including Sub-committees and Working Groups) and officers shall act in accordance with Council's Standing Orders, Financial Regulations and, where applicable, any other rules, legislation, regulations, policies, procedures, schemes, by-laws, or orders.

4.15 Delegated powers and functions must be exercised in line with the limitations described above and within the constraints set out in the budget.

4.16 Any matter not explicitly set out below in the Scheme of Delegation will be treated as a reserved matter for Council.

Matters reserved to Council

4.17 The following matters are reserved to Council:

- i. Adoption and alteration of Standing Orders, Financial Regulations, and the Code of Conduct;
- ii. Approving and alteration of the Structures and Functions document, which includes, the committee structure, Terms of Reference, Scheme of Delegation, and the associated appendices;
- iii. Appointing the membership of all Committees, Sub-committees, and Working Groups;
- iv. Set a timetable for meetings, which includes, meetings of Council (Full Council), Annual Parish Meeting, Annual Town Council Meeting, and all meetings of Committees;
- v. To receive recommendations from committees;
- vi. Setting the annual budget and the precept levied on the principal authority;
- vii. To complete Section 1 of the Annual Governance and Accountability Return (Annual Governance Statement) and to approve Section 2 of the Annual Governance and Accountability Return (Accounting Statements);
- viii. To receive and note the results of the annual external audit report
- ix. Authorising borrowings;
- x. Authorising the incurring of expenditure required by Financial Regulations or above £10,000;
- xi. The power of incurring capital expenditure not specifically included in the Council's budget or delegated to a committee;
- xii. Adoption of a Member's Allowance Scheme;

- xiii. Appointing Town Council representatives to outside bodies;
- xiv. Election of the Mayor and Deputy Mayor;
- xv. Election of the Leader and Deputy Leader;
- xvi. Confirming the appointment of the Town Clerk;
- xvii. Appointment or designation of the roles of Proper Officer and Responsible Financial Officer;
- xviii. Making, amending, revoking, re-enacting, or adopting byelaws and local legislation;
- xix. Agreement to assume devolved services and functions;
- xx. Decision to review or create a Neighbourhood Plan;
- xxi. Prosecution or defence in a court of law;
- xxii. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters delegated to a committee;
- xxiii. Change the name of the Town Council, and;
- xxiv. All other matters which must by law be reserved to Council.
- xxv. To adopt any plans and strategies the Council is required by statute or regulations to approve.

Office Holders

- 4.18 All Office Holders will be elected or appointed annually at the Annual Meeting of the Town Council.
- 4.19 The following powers and functions are delegated to Officer Holders of the Town Council.

Chair of the Council – Mayor

- 4.20 The following are delegated to the Chair of the Council:
- i. The Chair of the Council will be the Mayor and act as the ceremonial representative of the Town Council and town;
 - ii. Chair of Council meetings and to undertake all the duties set out in legislation and policy;
 - iii. Act as the spokesman on matters for importance to the whole town and those not specifically delegated to another office holder;
 - iv. To be an ex-officio member of all Town Council committees, sub-committees and working groups;
 - v. Manage business in an urgent or emergency situation;
 - vi. Be an additional point of contact for employees, and;
 - vii. Routine liaison with the Town Clerk and Leader of the Town Council.

Vice Chair of the Council – Deputy Mayor

- 4.21 The following are delegated to the Vice Chair of the Council:
- i. The Vice Chair will be the Deputy Mayor of the Town Council, and;

- ii. To carry out all the duties and functions of the Chair of the Town Council (Mayor) in their absence.

Leader of the Council

4.22 The Leader of the Council will:

- i. Be an ex-officio member of all Council committees, Sub-committees, and Working Groups;
- ii. Act as the immediate point of contact for the Town Clerk and approve requests for annual leave and lieu time;
- iii. Appraise and evaluate the performance of the Town Clerk, along with the Chair of the Personnel Committee, and;
- iv. Regularly liaise with the Town Clerk and Chair of the Town Council about routine matters.

4.23 Since no individual member may act alone in an executive capacity, the Town Clerk is delegated and directed to work with the Leader, and/or Deputy Leader (in their absence) as follows:

- i. Overseeing work to implement strategy;
- ii. Managing business in an urgent or emergency situation;
- iii. Liaising with political groups and Members of the Town Council to find a consensus on the Town Council's priorities;
- iv. Develop working relationships with key partners;
- v. Identify training and development needs of members, and;
- vi. Act as an additional point of contact for staff.

Deputy Leader of the Council

4.24 The Deputy Leader of the Council will:

- i. Act as the immediate point of contact for the Town Clerk and approve requests for annual leave and lieu time, in the absence of the Leader.
- ii. Appraise and evaluate the performance of the Town Clerk, along with the Chair of the Personnel Committee, in the absence of the Leader, and;
- iii. Regularly liaise with the Town Clerk and Chair of the Town Council about routine matters.

Committee Chair

4.25 Some Committee Chair will have specific delegated functions which will be set out in the Terms of Reference.

4.26 More generally, the Committee Chair will have the following delegated functions:

- i. Act as spokespeople for issues relating to the work of their Committee;
- ii. Act as Chair for meetings of the relevant committee and undertake all the functions set out in Standing Orders and other policies, and;
- iii. Act as the point of contact for officers in the relevant policy and service areas.

Representatives to outside bodies

4.27 The following are delegated to representatives on outside bodies:

- i. Represent the corporate position of the Town Council on the relevant outside body, and;
- ii. Feedback to Council and/or the relevant committee about the work and discussions of the outside body.

Officer delegated functions

4.28 Functions delegated to officers of the Town Council are set out below.

4.29 In general, the senior officers of the Town Council have delegated powers to undertake routine and managerial work.

4.30 The Town Clerk and Operations Manager may, where it is appropriate to do so, delegate functions to other officers of the Council.

4.31 The Town Clerk and Operations Manager are authorised to attend meetings with third parties and represent the Council.

Town Clerk

4.32 The Town Clerk will act as the Proper Officer for the purposes set out in Standing Orders, and for all other purposes prescribed by law, which includes but is not limited to:

- i. Receive declarations of acceptance of office.
- ii. Receive and retain plans and documents.
- iii. Sign notices or other documents on behalf of Council.
- iv. Receive copies of by-laws made by the principal authority.
- v. Certify copies of by-laws made by Council.
- vi. Sign summonses to attend meetings of the Council or its committees.

4.33 In addition, the Town Clerk has the delegated authority to undertake all managerial duties, which principally involve the routine management and administration of the Town Council's services and functions.

4.34 The Town Clerk occupies the position of the Responsible Financial Officer and should undertake all the functions set out in legislation and Council policy.

4.35 In addition, the Town Clerk has the following delegated powers and functions:

- i. Monitor and report on the effective management of Town Council financial resources.
- ii. Delegated to take the lead role in managing internal audits, the external audit process, and the AGAR.
- iii. Authorised to submit the precept to the Principal Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information.
- iv. Authorised to make payments following a resolution by Council or a committee.

- v. Responsible for the overall management and monitoring of all budgets in accordance with Council policy.
- vi. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
- vii. To bank regularly all money received by the Council and to ensure that all money due to the Council is billed and collected promptly.
- viii. To manage the cash flow and to control investments and bank transfers.
- ix. To control payments made by cheque and online banking
- x. Write-off outstanding debts in accordance with Financial Regulations and any decision of Council or a committee;
- xi. Undertake the processing of payments in accordance with contracts approved by Council or a committee (salaries, utility bills, office rent, etc.) or legal obligations (HMRC, pension, external audit, etc.).
- xii. Ensure adequate insurance is in place and that a suitable risk management system exists.
- xiii. Ensure that effective internal controls are in place.
- xiv. Take overall responsibility for overseeing the payroll process, which is outsourced at this time, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
- xv. To manage the risks faced by the Council and to recommend such insurance as is required or is mandatory (Employer's Liability and Fiduciary Guarantee).
- xvi. To maintain the Council's asset register.
- xvii. Authorised to seek HR advice directly from the approved HR Advisors.

4.36 The Town Clerk has the following delegated functions in relation to Communications:

- i. Editorial management of the Council's website and social media;
- ii. Draft and issue press releases on behalf of the Town Council and to generally manage public relations;
- iii. Develop working relationships with external bodies, in particular West Lindsey District Council and Lincolnshire County Council;
- iv. Receive and deal with correspondence and documents on behalf of the Town Council.
- v. Issue correspondence as a result of the instructions of, or the known policy of, the Council.

4.37 The following are delegated to the Town Clerk in relation to documentation and processes:

- i. Sign on behalf of Council any document necessary to give effect to any decision of the Council or a committee.

- ii. Be responsible for the provision and management of information and communication technology including, the replacement of out-dated/broken equipment or the purchase of new equipment;
- iii. Notify the Returning Officer of all casual vacancies and to liaise them regarding the conduct of elections.
- iv. Overall responsibility for responding to Freedom of Information requests.
- v. Take a lead role in relation to data protection.
- vi. Manage dispensation requests from members under the Code of Conduct.
- vii. Make recommendations about the effective use of property and land to Council or the appropriate committee.
- viii. Initiating legal action or proceedings against unauthorised use or occupation of Town Council managed or owned land.
- ix. Work with the Operations Manager to ensure the Town Council's obligations in relation to risk assessments are met.
- x. Monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- xi. Hold the Town Council's Seal and apply it to documents as instructed.
- xii. Authorisation to organise extraordinary meetings, the Council Chair or the relevant committee Chair will be liaised with.
- xiii. Lead officer in relation to safeguarding matters.

4.38 In the areas of finance and budgets the Town Clerk will:

- i. Liaise with the Assistant Clerk on the management and monitoring of all budgets in accordance with Council policy;
- ii. Work with the Assistant Clerk to maintain effective internal controls, as well as the internal audit and the external audit process;
- iii. Be authorised to make payments following a resolution by Council or a committee, and;
- iv. Incur expenditure in accordance with the Standing Orders, Financial Regulations and the process set out in the Structures and Functions document.

4.39 In matters relating to staff the Town Clerk has the following delegated powers and functions:

- i. Undertake all managerial duties in connection with being the senior officer of the Town Council.
- ii. Authorised to sign written contracts of employment on behalf of the Town Council. The contract of the Town Clerk must be signed by the Chair of the Town Council.
- iii. Authorised to make recommendations for employees' increments and administer them thereafter.
- iv. Authorised to seek HR advice directly from the approved HR Advisors.

Operations Manager

- 4.40 In the absence of the Town Clerk the Operations Manager will assume all the delegated roles and functions relating to that post, including those of the Proper Officer.
- 4.41 Support the Town Clerk in ensuring statutory obligations are complied with and to manage these in the Town Clerk's absence.
- 4.42 The Operations Manager has delegated power for the operational management of services and facilities.
- 4.43 In addition, the Operations Manager has the following delegated powers and functions:
- i. Manage operational services which includes routine maintenance and inspections of assets, property, and land.
 - ii. Advise the Town Council on the acquisition, security, and maintenance of new equipment and to ensure any appropriate training is carried out.
 - iii. Make recommendations about the effective use of assets, property, and land.
 - iv. Approve repairs and maintenance to equipment and property, assuming authorisation for any expenditure is given.
 - v. Ensure with the support of the Town Clerk that all management procedures put in place for the effective management of Health & Safety and public safety.
 - vi. Lead officer in managing operational risk.

5. Scheme of Delegation for Committees

Introduction

- 5.1 This section is a continuation of the Scheme of Delegation but has been separated from it for reasons of clarity.
- 5.2 The Terms of Reference for each Committee will be set out below. Each Terms of Reference sets out the delegated powers and functions that a Committee has.
- 5.3 When considering a matter Members should be advised by the meeting Town Clerk if a matter is within the Committee's remit.
- 5.4 If delegated powers are in place for a committee the minutes will usually record the decision as "RESOLVED".
- 5.5 If they are not, then the minutes will show the decision as "RECOMMENDED". The business will then appear on the next agenda of the responsible Committee, or in the case of a reserved matter it will appear on the Council agenda.

6. Finance and Strategy Committee Terms of Reference

Committee membership and quorum

- 6.1 Membership will be seven (7) Members of the Town Council. Plus two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 6.2 The quorum of the meeting shall be three (3).

Meeting frequency

- 6.3 One (1) meeting every calendar month. The meeting will take place on the fourth Tuesday of every month at 6:30pm.

Principle meeting officer

- 6.4 Town Clerk

Principle objective

- 6.5 Committee is to consider matters relating to finance, strategy, policy, and management of business.

Budgetary matters

- 6.6 The Committee has extensive delegated powers in relation to budget monitoring and management.
- 6.7 The following specific budgetary areas are considered as part of the Committee's remit:
- Administration

Delegated roles and functions

- 6.8 Responsibility for the monitoring and administration of the Town Council's agreed budget.
- 6.9 Receive and consider reports and documents relating to finance, administration, and the general strategy of the Town Council.
- 6.10 Responsibility for recommending a budget to Full Council, which should include:
- i. The budget (income and expenditure)
 - ii. Three-year estimate
 - iii. Investments
 - iv. Reserves
 - v. Fees and charges
- 6.11 Power to amend fees and charges for Town Council services.
- 6.12 Management and negotiation of land transactions on behalf of the Council including the content of leases.
- 6.13 Policy review and adoption not otherwise reserved to Full Council or other committees.
- 6.14 Consider and review policies relating to finance, administration, and strategy.

- 6.15 Consider all matters relating to the audit process and where required to make recommendations to Full Council.
- 6.16 Ensure that effective risk management and adequate insurance is in place.
- 6.17 Consider expenditure that is not delegated to another committee of the Council. This would not apply to reserved matters.
- 6.18 Establish, monitor, and review a long-term strategy for the Town Council.
- 6.19 To be responsible for civil emergency planning.
- 6.20 Consider matters relating to communications.
- 6.21 To receive, note and action all matters arising from Councils internal audit report and review its effectiveness.
- 6.22 To be responsible for grants to the Council from external bodies.
- 6.23 To be responsible for the control of fixed assets.
- 6.24 To receive reports in relation to complaints received and consider any complaint not disposed of by direct action by the Town Clerk.
- 6.25 To be responsible for sales.
- 6.26 Consider and determine applications for grant aid in accordance with Community Grants Policy.

7. Personnel Committee Terms of Reference

Committee membership and quorum

- 7.1 Membership will be seven (7) members of the Town Council. Plus two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 7.2 The quorum of the meeting shall be three (3).

Meeting frequency

- 7.3 One (1) meeting every two months (May, July, September, November, January and March). The meeting will take place on the second Wednesday of the month at 6:30pm.

Principle meeting officer

- 7.4 Town Clerk

Principle objective

- 7.5 Committee is to consider matters relating to staff, Human Resources (including Members), and volunteers.

Budgetary matters

- 7.6 The Committee has limited role in relation to direct expenditure but has a large role to play in recommending and monitoring staffing budgets.
- 7.7 The following budgetary areas are considered as part of the Committee's remit:
 - i. Employee Costs

Delegated roles and functions

- 7.8 Consider matters relating to personnel, Human Resources (including Members) and volunteers.
- 7.9 To establish and review the staffing levels and management structure.
- 7.10 Consider and review all personnel and volunteer policies.
- 7.11 Oversee the job recruitment process with the power to appoint personnel (except in the case of a reserved matter).
- 7.12 Recommend to the Finance and Strategy Committee a staffing budget as part of the annual budget creation process.
- 7.13 Manage any process leading to dismissal or redundancy of staff.
- 7.14 Review performance management (including annual appraisals, target setting) and consider matters relating to training (including Member and Volunteer training) and staff Continuous Professional Development.
- 7.15 Determine matters relating to staff pay, which includes increment increases and appeals.
- 7.16 Monitor staff absence and manage any issues arising.
- 7.17 Keep under review staff working conditions, including health and safety procedures.
- 7.18 Consider grievance or disciplinary matters.

- 7.19 Nominate a Member or Members of the Personnel Committee to seek HR advice in conjunction with the Leader of the Council directly from the HR advisors when any matter concerns the Town Clerk.
- 7.20 Ensure the Council complies with all legislative requirements relating to volunteers and the employment of staff.

8. Planning Committee Terms of Reference

Committee membership and quorum

- 8.1 Membership will be seven (7) Members of the Town Council. Plus two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 8.2 The quorum of the meeting shall be three (3).
- 8.3 It is expected that Members of the Committee will undertake planning training within three (3) months of being appointed. Committee members must keep up to date with planning legislation, policy, and guidance.

Meeting frequency

- 8.4 One (1) meeting every calendar month. The meeting will take place on the third Tuesday of every month at 6:30pm.

Principle meeting officer

- 8.5 Assistant Clerk

Principle objective

- 8.6 Committee is to consider all matters relating to planning and development in the Gainsborough Town Council area.
- 8.7 This includes all matters relating to planning applications, street naming, tree preservation orders, ad-hoc licencing applications, the Neighbourhood Plan and matters relating to regulations on the highway.

Budgetary matters

- 8.8 The Committee has delegated budgetary powers in relation to the Neighbourhood Plan should there be a review in the future.
- 8.9 The Committee will also monitor Community Infrastructure Levy (CIL) funds and make recommendations to Council on how they could be spent.

Delegated roles and functions

- 8.10 Act as a statutory consultee to the planning authority.
- 8.11 Consider and comment on all planning matters and planning applications (including those related to listed buildings, advertisements, and trees) relative to Gainsborough submitted by other authorities and to forward observations to the appropriate authorities.
- 8.12 Respond on behalf of the Council to planning appeals and where required represent the Town Council.
- 8.13 Consider matters relating to licensing that are presented to the Town Council.
- 8.14 Comment on behalf of the Council on highways proposals.
- 8.15 Liaise with other agencies on matters concerning highways.
- 8.16 Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations and S106 agreements.
- 8.17 Recommend to Council how Section 106 and CIL funds should be allocated.

- 8.18 Make any determinations that are required under the Neighbourhood Plan.
- 8.19 Management of future reviews of the Neighbourhood Plan.
- 8.20 Identify, consider and nominate Assets of Community Value.
- 8.21 Respond to all consultations on planning, development, highways, and licensing matters. This includes reviewing the Neighbourhood Plans submitted by other authority.

9. Property and Services Committee Terms of Reference

Committee membership and quorum

- 9.1 Membership will be seven (7) Members of the Town Council. Plus two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 9.2 The quorum of the meeting shall be three (3).

Meeting frequency

- 9.3 One (1) meeting every two months (May, July, September, November, January and March). The meeting will take place on the second Tuesday of every month at 6:30pm.

Principle meeting officer

- 9.4 Town Clerk and Operations Manager

Principle objective

- 9.5 Committee is to consider all matters relating to existing property and services of the Town Council.

Budgetary matters

- 9.6 The following areas are considered to be part of the Committee's remit:
- i. Grounds Maintenance
 - ii. Richmond House & Park
 - iii. Sports Grounds
 - iv. Cemetery
 - v. Play Areas
 - vi. Allotments
 - vii. Public Realm
 - viii. Events
 - ix. Christmas Lights

Delegated roles and functions

- 9.7 Consider matters relating to the Town Councils property and services.
- 9.8 Responsible for the management and maintenance of play areas, adult gyms, and skate parks.
- 9.9 Responsible for the management and maintenance of Richmond Park and Richmond House and all associated buildings.
- 9.10 Responsible for the management and maintenance of Playing Fields.
- 9.11 Responsible for the management and maintenance of Sports Grounds.
- 9.12 Consider matters relating to grounds maintenance.
- 9.13 Consider all matters concerning the operation and maintenance of the General Cemetery and North Warren cemetery.

- 9.14 Consider matters relating to the Town Council's allotments with the power to make decisions and approve expenditure.
- 9.15 To be responsible for the establishment of allotment garden site self-management arrangements and for regulating those arrangements once they are established.
- 9.16 Responsible for the Town Council's public lighting.
- 9.17 Responsible for the maintenance of car parks.
- 9.18 Responsible for the maintenance of the Town Council's footpaths and road surfaces.
- 9.19 Responsible for the management and maintenance of the Town Council's property.
- 9.20 Consider matters relating to the management and maintenance of the War Memorial.
- 9.21 To be responsible for the provision of Christmas illuminations.
- 9.22 Recommend to the Finance and Strategy Committee various budget lines associated with property and services as part of the budget setting process.
- 9.23 Define the policies, standards of service and budgets for services and facilities.
- 9.24 To be responsible for overseeing the development and improvement of services and facilities.
- 9.25 Consider capital investment in property and services.

10. Cemetery Working Group Terms of Reference

Working Group membership and quorum

10.1 Membership will be nine (9) Members made up as follows:

- i. Town Clerk
- ii. Operations Manager
- iii. Grounds Maintenance Team Leader
- iv. Chair of the Town Council
- v. Leader of the Town Council
- vi. Representative from Cliff Bradley & Sons Funeral Directors Ltd
- vii. Representative from Lincolnshire Co-op Funeral Services
- viii. Representative from Retford Memorials
- ix. Representative from Cliff Bradley Memorials
- x. Representative from Friends of Gainsborough Cemeteries and Chapel

10.2 The working group shall have express authority to increase its membership to twelve (12) but the additional two (2) members must be third party community members with an interest in the project or able to act as a subject matter expert.

10.3 The quorum of the meeting shall be three (3), one (1) of which must be a Councillor and one (1) of which must be an Officer of Gainsborough Town Council.

10.4 A Chair will be appointed by the Working Group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim Chair will be appointed from the members who are present.

Delegation

10.5 The Council cannot delegate any of its functions to individual councillors or working groups. (LGA1972, s.101).

Report structure

10.6 The Cemeteries Working Group shall report to either the Property and Services Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.

10.7 Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

10.8 Minimum of three (3) times per year.

Principle meeting officer

10.9 Town Clerk

Principle objective

10.10 Committee is to consider all matters relating to the cemeteries.

Budgetary matters

10.11 The working group will not have a budget.

Delegated roles and functions

- 10.12 To consider all matters concerning the operation and maintenance of the General Cemetery and North Warren cemetery.
- 10.13 To review cemetery procedures, rules and regulations and policy and recommend any changes to Property and Services Committee.
- 10.14 To consider grounds maintenance.
- 10.15 To recommend to the Finance and Strategy Committee various budget lines associated with the cemeteries as part of the budget setting process.
- 10.16 To consider capital investment.
- 10.17 To consider the acquisition of additional burial land in particular the nursery site. The ultimate decision to acquire land in the name of the Town Council must be made by the Full Council. The working group will provide updates on this item to the Property and Services Committee and Finance and Strategy Committee.

11. Neighbourhood Plan Working Group Terms of Reference

Introduction

- 11.1 A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

- 11.2 Membership will be a minimum of three (3) Members of the Town Council and a maximum of five (5) Members of the Town Council. Plus two (2) ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 11.3 The working group shall have express authority to increase its membership to nine (9) but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.
- 11.4 The quorum of the meeting shall be a minimum of three (3) members present, two (2) of which must be Members of the Town Council or one third of the membership of the working group.
- 11.5 A Chair will be appointed by the Working Group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim Chair will be appointed from the members who are present.

Delegation

- 11.6 The Council cannot delegate any of its functions to individual councillors or working groups. (LGA1972, s.101).

Report structure

- 11.7 The Neighbourhood Plan Working Group shall report to either the Planning Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.
- 11.8 Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

- 11.9 The group shall meet as often as is deemed necessary. All members of the group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officers

- 11.10 Town Clerk & Assistant Clerk

Principle objective

- 11.11 The Gainsborough Neighbourhood Plan was adopted by West Lindsey District Council on 28 June 2021.
- 11.12 To monitor and review the adopted Gainsborough Neighbourhood Plan: -

- i. The impact Neighbourhood Plan policies have on influencing the shape and direction of development across the Plan area during the plan period will be monitored by Gainsborough Town Council.
- ii. To publish an Annual Monitoring Report to assess the impact of the Neighbourhood Plan policies. The findings of the report will be shared with WLDC.
- iii. If it is apparent that any policy in this Plan has unintended consequences or is ineffective it will be reviewed. It is the expectation of the Neighbourhood Plan group and the Town Council that there will be a review of the Plan 5 years after it has been made.
- iv. The Town Council will give particular attention to the ongoing review of the Central Lincolnshire Local Plan.
- vi. The Town Council will monitor the delivery of the allocated sites in general, and the delivery of housing in particular. Where necessary it will review the policies concerned.
- vii. The Town Council will also monitor the effectiveness of the design of new development and, where necessary, review the general approach towards design in the Plan.
- vi. Any amendments to the Plan will only be made following consultation with West Lindsey District Council, local residents and other statutory stake holders as required by legislation.

Budgetary matters

- 11.13 The working group do not currently have an allocated budget for the Neighbourhood Plan, if needed they will prepare any detailed budget proposals for recommendation to the Planning Committee and Full Council as necessary. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda.

Decisions

- 11.14 Decisions of the working group will in the form of recommendations to the Planning Committee and shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

12. Policy Review Working Group Terms of Reference

Introduction

- 12.1 A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

- 12.2 Membership will be three (3) Members of the Town Council. Plus two (2) ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 12.3 The working group shall have express authority to take professional advice via the Town Clerk.
- 12.4 The quorum of the meeting shall be a minimum of three (3) members present.

Delegation

- 12.5 The Council cannot delegate any of its functions to individual Councillors or working groups. (LGA1972, s. 101). The Working Group has no delegated powers and must make recommendations only.

Report structure

- 12.6 The Policy Working Group shall report to the committee responsible for any particular policy as identified in Structures and Functions or to Full Council for any proposed changes to Standing Orders, Financial Regulations, Code of Conduct, Structure & Functions.
- 12.7 Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven (7) clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

- 12.8 The group shall meet as often as is deemed necessary. All members of the group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

- 12.9 Town Clerk

Principle objective

- 12.10 The working group shall systematically review the Council's policies and make recommendations in writing to the relevant committee or Full Council respectively. It will start with reviewing Standing Orders and Financial Regulations.
- 12.11 It will review the policies in light of the Council's vision and mission statement.
- 12.12 It will identify if the existing policies meet at least the requirements under the Local Council Awards Scheme Quality Standard.
- 12.13 It will identify redundant policies.

Budgetary matters

- 12.14 The group will not have a budget. Other than printing documents to aid editing and staff time, no cost implications are anticipated.

13. Chairs Group Terms of Reference

Introduction

13.1 A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Group membership and quorum

13.2 Membership will be: -

- i. Chair of Council
- ii. Leader of Council
- iii. Chair of Finance and Strategy Committee
- iv. Chair of Property and Services Committee
- v. Chair of Personnel Committee
- vi. Chair of Planning Committee
- vii. Town Clerk
- viii. Operations Manager

13.3 Substitutes of Vice Chair will be invited if the Chair is unavailable.

13.4 The quorum of the meeting shall be a minimum of three (3) members present, two of which must be Councillors.

Delegation

13.5 The Council cannot delegate any of its functions to individual Councillors or working groups. (LGA1972, s. 101). The Group has no delegated powers.

Meeting frequency

13.6 The group shall meet biweekly on a Monday at 10:00am.

Principle meeting officer

13.7 Town Clerk

Principle objective

13.8 The group shall systematically to review the Council and Committee agendas and upcoming issues.

Budgetary matters

13.9 The group will not have a budget.

14. Community Emergency Plan Working Group Terms of Reference

Introduction

- 14.1 A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

- 14.2 Membership will be a minimum of three (3) Members of the Town Council and a maximum of five (5) Members of the Town Council. Plus two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 14.3 The working group shall have express authority to increase its membership to nine (9) but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.
- 14.4 The quorum of the meeting shall be a minimum of three (3) members present, two (2) of which must be Members of the Town Council or one third of the membership of the working group.
- 14.5 A Chair will be appointed by the Working Group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the members who are present.

Delegation

- 14.6 The Council cannot delegate any of its functions to individual councillors or working groups. (LGA1972, s. 101).

Report structure

- 14.7 The Community Emergency Plan Working Group shall report to either the Finance and Strategy Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.
- 14.8 Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven (7) clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

- 14.9 The group shall meet as often as is deemed necessary. All members of the group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

- 14.10 Town Clerk

Principle objective

- 14.11 To develop an effective Community Emergency Plan for Gainsborough in the event of a major emergency.
- a) Identify the risks most likely to impact Gainsborough, and measures to mitigate and respond to those risks.
 - b) Publish the Gainsborough Community Emergency Plan.

- c) Identify vulnerable people, groups and establishments within Gainsborough which will need special arrangements in the event of an emergency.
- d) Identify community resources available to assist during an emergency.
- e) Identify extra resources which may be required and advise the Town Council of the requirements.
- f) Exercise the Emergency Plan with a desktop scenario.
- g) Provide awareness of Community Resilience and Emergency Planning to the Community.
- h) Encourage all residents to have a Home Resilience/Emergency Plan.
- i) Act as the main contact point for District and County Councils, the Environment Agency, and the emergency services for the purposes of emergency planning.
- j) Report to the Community detailing if the plan has been activated and highlighting any changes to the Working Group.
- k) In the event of an Emergency being declared to form the Community Response team. The responsibilities of the Community response team are listed in the Gainsborough Emergency Plan.

14.12 Undertake Community Emergency Plan review to ensure that the Plan is up to date and fit for purpose.

Budgetary matters

14.13 The working group do not currently have an allocated budget for the Community Emergency Plan, if needed they will prepare any detailed budget proposals for recommendation to the Finance and Strategy Committee. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven (7) clear days before the meeting so an item can be included in the agenda.

Decisions

14.14 Decisions of the working group will in the form of recommendations to the Finance and Strategy Committee and shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

15. Asset Transfers Task and Finish Group Terms of Reference

Introduction

- 15.1 A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a)).

Purpose

- 15.2 The purpose of the Task and Finish Group is to review and assess assets within the town (e.g. car parks, markets, riverfront gardens) that may be subject to transfer to Gainsborough Town Council following local government reorganisation, and to make recommendations to the Finance & Strategy Committee for onward submission to Full Council.

Task and Finish Group membership and quorum

- 15.3 Membership will be three (3) Members of the Town Council. Plus two (2) ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 15.4 The group shall have express authority to take professional advice via the Town Clerk.
- 15.5 The quorum of the meeting shall be a minimum of three (3) members present.
- 15.6 The group will appoint a Chair at its first meeting.
- 15.7 The Town Clerk (or delegated officer) shall provide administrative support.
- 15.8 Other officers or external advisors may be invited to attend in an advisory capacity.

Delegation

- 15.9 The Council cannot delegate any of its functions to individual Councillors or working groups. (LGA1972, s. 101). The Working Group has no delegated powers and must make recommendations only.

Report structure

- 15.10 The group shall report its findings to the Finance and Strategy Committee.
- 15.11 Recommendations from the Finance & Strategy Committee will be referred to Full Council for decision.

Meeting frequency

- 15.12 The group shall meet as often as is deemed necessary. All members of the group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

- 15.13 Town Clerk

Principle objective

- 15.14 The Task and Finish Group will:
- Identify assets that may be available for transfer.
 - Collate information on ownership, condition, and current usage of those assets.

- Assess the financial implications, risks, and opportunities of asset transfers.
- Consider the benefits to residents, local businesses, and visitors.
- Report findings and recommendations to the Finance & Strategy Committee.

Duration

15.15 The group will operate until the conclusion of the asset transfer review process, unless otherwise resolved by Full Council.

Status

15.16 The group is an informal advisory body.

15.17 It has no decision-making powers but may make recommendations through the Finance & Strategy Committee to Full Council.

Budgetary matters

15.18 The group will not have a budget.

16. Earmarked Reserves

16.1 The budgetary remit and responsibility of Committees for the Earmarked Reserves is as set out in the table below.

EAR MARKED RESERVE	Committee
General Fund	Full Council
Mayors Charity Account	Finance & Strategy
Roses Key Deposits	Property and Services
Marshalls Key Deposits	Property and Services
Levellings Key Deposit	Property and Services
Pension Costs	Personnel
Occupational Health	Personnel
Community Grants	Finance & Strategy
Office IT Provision	Finance & Strategy
Mayors Expenses	Finance & Strategy
General Tree/hedge Maintenance & Survey	Property and Services
General Footpath/Road Maintenance	Property and Services
General Waste Removal	Property and Services
Richmond House Conservatory demo and landscape	Property and Services
Richmond Park Compound Fence	Property and Services
Richmond Park Toilet Renovations	Property and Services
Aviary Replacement	Property and Services
Marshalls Pavilion Maintenance	Property and Services
Marshalls Cleaning Contractor	Property and Services
Levellings Changing Room Maintenance	Property and Services
Levellings Defibrillator	Property and Services
Cemetery Chapel Maintenance	Property and Services
Cemetery Water	Property and Services
Cemetery Extension B Land Sinking Fund	Property and Services
Cemetery Boundary Fence Maintenance	Property and Services
Cemetery Compound	Property and Services
General Play Equipment Maintenance	Property and Services
Wet Pour Maintenance	Property and Services
Aisby Walk Skate Park	Property and Services

Love Lane Allotment Drainage	Property and Services
Benches	Property and Services
Bus Shelters	Property and Services
Silver Street Sculpture Maintenance	Property and Services
Neighbourhood Plan Review	Planning
CIL	Planning

17. Appendix 1 – Allotment management and administration

Introduction

17.1 This appendix sets out arrangements in place for the management and administration of allotments.

17.2 The Property and Services Committee holds overall responsibility for the administration and management of allotments.

Delegated Powers and functions

17.3 The following functions are delegated to the Town Clerk, who may further delegate these duties appropriate officers:

- i. Issuing of tenancy agreements and the letting of plots
- ii. Maintenance of the allotment register
- iii. Management of waiting lists
- iv. Carrying out inspections
- v. Enforcing breaches relating to non-cultivation, illegal activity and serious breaches of the Tenancy Agreement (Termination of a Tenancy Agreement remains the responsibility of the Property and Services Committee)
- vi. Managing correspondence relating to allotments
- vii. Issuing statutory and non-statutory notices
- viii. Collecting rent and other charges
- ix. Approval of expenditure under £500 for skip hire and other miscellaneous items within the agreed budget.
- x. Issuing written permissions that conform to the rules as set out in the Tenancy Agreement at Schedule 1 – 1.1, 1.2, 2.4, 8.1, 8.2, 9.2, 9.3, 12.1.

Site Representative

17.4 Site Representatives are voluntary roles appointed by the Council and operate under the guidance of Council officers.

17.5 Site Representatives shall be elected every four (4) years and formally appointed by the Town Council before the end of the calendar year following the full Council elections.

17.6 All plot holders shall be eligible for election unless they:

- Have previously been removed from the role
- Have failed to pay rent on time
- Are under notice for other breaches of their Tenancy Agreement.

17.7 The elected and appointed Site Representative must:

- i. Sign a declaration of office;
- ii. Adhere to any standards set out by the Town Council in the Declaration of Office; and

- iii. Comply with the Allotment Tenancy Agreement and all associated policies and procedures.
 - iv. Agree to carry out the functions below set out in the 'The role of the Site Representative'.
- 17.8 Failure to comply may result in the Site Representative's removal from the position.
- 17.9 In such cases the Town Council may hold a new election or appoint a replacement for the remainder of the year. Individuals removed from the role are not eligible for re-election.
- 17.10 Site Representatives are exempt from paying rent for one plot they occupy during their term.
- 17.11 Each site shall have one (1) Site Representative, except Foxby Hill, which may have two (2) due to its size.

The role of the Site Representative

- 17.12 Any matter that is not explicitly set out below will be retained by the Town Council.
- 17.13 The Site Representative acts on behalf of plot holders and supports the administration and management of the site.
- 17.14 Representatives are elected every four (4) years.
- 17.15 All candidates must be vetted for their eligibility prior to the election.
- 17.16 Where there is only one eligible candidate, this candidate shall be returned as elected unopposed. All elected candidates (including those elected unopposed) must be formally appointed by the Town Council before taking up the role.
- 17.17 Have weekly communication with the Communities Officer to detail any issues, concerns, or proposals the Site Representative or plot holders have in relation to the Site. The Communities Officer will report any issues to the Property and Services Committee as and when required.
- 17.18 Act as first point of contact for plot holders and relay information from the Town Council.
- 17.19 Support the Communities Officer in delivering introductory sessions for new and prospective plot holders.
- 17.20 Monitor the site infrastructure and utilities and report any issues to the Town Council.
- 17.21 Report cases of non-cultivation or other breaches of the Tenancy Agreement to the Communities Officer
- 17.22 Provide advice and support to plot holders.
- 17.23 Promote a positive community atmosphere and assist in resolving disputes.
- 17.24 Attend training offered by the Town Council.
- 17.25 Maintain a good working knowledge of the Tenancy Agreement, and all relevant policies and procedures.

PAPER M

MEMBERS' CODE OF CONDUCT

FOR ELECTED AND CO-OPTED MEMBERS OF GAINSBOROUGH TOWN COUNCIL

Contents

Joint statement.....	2
Introduction.....	2
Definitions	2
Purpose of the Code of Conduct	3
General principles of councillor conduct	3
Application of the Code of Conduct	3
Standards of councillor conduct	4
General Conduct	4
1. Respect	4
2. Bullying, harassment and discrimination	4
3. Impartiality of officers of the council	5
4. Confidentiality and access to information	5
5. Disrepute	6
6. Use of position.....	6
7. Use of local authority resources and facilities.....	6
8. Complying with the Code of Conduct	7
9. Interests	7
10. Gifts and hospitality.....	8
Appendices	9
Appendix A – The Seven Principles of Public Life	9
Appendix B Registering interests	10
Appendix C – the Committee on Standards in Public Life.....	14

Document History

Adopted by Council – 12 June 2012
Reviewed & Adopted – 6 March 2018
Reviewed & Adopted – 2 April 2019
Reviewed & Adopted – 6 April 2022
Reviewed & Adopted – 6 May 2025
Reviewed & Adopted – 5 May 2026

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

West Lindsey District Council resolved on 1 November 2021 to adopt the LGAs model Code in its entirety.

All councils are required to have a local Councillor Code of Conduct.

Gainsborough Town Council resolved on 06 April 2022 to adopt the LGAs model Code in its entirety.

The LGA will undertake an annual review of their Model Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

Gainsborough Town Council will consider any the recommendations from any such reviews and adopt any changes it considers appropriate through its governance processes.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings

- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- **I treat other councillors and members of the public with respect**
- **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word.

Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- **I do not bully any person**
- **I do not harass any person**
- **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- **I do not disclose information:**
 - a. **given to me in confidence by anyone**
 - b. **acquired by me which I believe, or ought reasonably to be aware, is of confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**

iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer prior to its release.
- I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
 - I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

- I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

- I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- **I do not misuse council resources**
- **I will, when using the resources of the local authority or authorising their use by others:**
 - a. **act in accordance with the local authority's requirements; and**
 - b. **ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- **I undertake Code of Conduct training provided by my local authority.**
- **I cooperate with any Code of Conduct investigation and/or determination.**
- **I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- **I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- **I register and disclose my interests**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of

the interest.

8. Where a matter arises at a meeting which affects -

- 8.1. your own financial interest or well-being;
- 8.2. a financial interest or well-being of a relative or close associate; or a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being

- 9.1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- 9.2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10.[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where - (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person

	with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	---

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - a. exercising functions of a public nature
 - b. directed to charitable purposes or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the

code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

PAPER N

GAINSBOROUGH TOWN COUNCIL COMMITTEE TIMETABLE

2026

Some meetings may be subject to change.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
MAY	FRI	SAT	SUN	MON BH	TUE ACL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON BH	TUE FS	WED	THU	FRI	SAT	SUN
JUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE	
JUL	WED	THU	FRI	SAT	SUN	MON	TUE CL	WED PE	THU	FRI	SAT	SUN	MON	TUE PS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI
AUG	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON BH
SEP	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE	WED	
OCT	THU	FRI	SAT	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT
NOV	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	
DEC	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU OC	FRI BH	SAT	SUN	MON BH	TUE	WED	THU OC

2027

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	FRI BH	SAT	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN
FEB	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN			
MAR	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI BH	SAT	SUN	MON BH	TUE	WED
APR	THU	FRI	SAT	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE	WED AP	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	
MAY	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE ACL	WED PS	THU PE	FRI	SAT	SUN	MON	TUE PL	WED FS	THU	FRI	SAT	SUN	MON BH

KEY

ACL	Annual Council	May
CL	Council	Monthly (except August)
FS	Finance & Strategy Committee	Monthly
PS	Property & Services Committee	Bi-Monthly
PL	Planning Committee	Monthly
PE	Personnel Committee	Bi-Monthly
AP	Annual Public Meeting	Annually between 1 March and 1 June

OC	Offices Closed
BH	Bank Holiday

PAPER O

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 29 April 2026



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- LCC: Town and parish council newsletter March 2026 – 31 March 2026
- WLDC: Parish Newsletter – 7 April 2026
- WLDC: Residents' Newsletter: April-May 2026 – 9 April 2026
- LALC: April Training Bulletin – 9 April 2026
- LALC: E-news 10/04/26– 13 April 2026
- STEP Fusion: UK Fusion Energy Strategy to 2040 - Stakeholder Briefing Regional – 13 April 2026
- Lincolnshire Police: Force annual awards and recognition – 21 April 2026
- WLDC: Reconsultation on planning application - WL/2024/00019 – 21 April 2026
- LALC: E-news 24/04/26 - 27 April 2026
- LCC: Town and parish council newsletter April 2026 – 29 April 2026
- Lincolnshire Police: Message From Inspector 1144 Head - 29 April 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