

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 7 April 2026 at 6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ at which the under mentioned business will be transacted.

Welcome from the Chair and housekeeping

Prior to the commencement of the meeting there will be a public forum for a maximum of 15 minutes when members of the public may ask questions or make short (non-political) statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive brief reports of the Police and elected members of Lincolnshire County Council and West Lindsey District Council.

AGENDA

FC26/187 Apologies for Absence

To note apologies for absence.

FC26/188 Declarations of Interest

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

FC26/189 Dispensation Requests

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

FC26/190 Items for Exclusion of Public and Press

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve accordingly.

FC26/191 Churches Together Project Presentation

To receive presentation from Judi Swannack from Alive Church regarding the Churches Together Project.

FC26/192 Minutes of the Previous Meeting

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

Paper A (pages 4 to 7)

FC26/193 Committee Meeting Minutes

To note receipt of the draft minutes of the Committee meetings and the decisions contained therein.

- i. Property and Services Committee, Tuesday 10 March 2026
Paper B (pages 8 to 12)
- ii. Personnel Committee, Wednesday 11 March 2026
Paper C (pages 13 to 15)
- iii. Planning Committee, Tuesday 17 March 2026
Paper D (pages 16 to 21)
- iv. Neighbourhood Plan Working Group, Thursday 26 March 2026
Paper E (pages 22 to 25)
- v. Finance and Strategy Committee, Tuesday 31 March 2026
Paper F (pages 26 to 29)

FC26/194 Announcements

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper G** (pages 30 to 67)

FC26/195 Recommendation made by Committee

To consider the following recommendation from 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.

FC26/196 Community Asset Transfers

To note correspondence received from West Lindsey District Council.

Paper H (pages 68 to 69)

FC26/197 Roses Sports Ground Lease

To consider and resolve following correspondence received from West Lindsey District Council.

Exclusion of public and press recommended due to the confidential nature of the discussion.

Paper I (pages 70 to 72)

FC26/198 Local Government Reorganisation

To consider any recent updates.

FC26/199 Correspondence

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

Paper J (pages 73 to 74)

FC26/200 Items for Notification

i. Debt Write Off

FC26/201 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 5 May 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Tuesday, 31 March 2026

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

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DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 3 March 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 Nicholas Coxon
Councillor Michael Devine
Councillor Richard Doy
Councillor Paul Key
Councillor Glenn Puxty

Councillor Mark Binns
Councillor Nigel Bowler
Councillor Caz Davies
Councillor David Dobbie
Councillor Paul Hooton
Councillor Douglas Owles
Councillor Richard Thompson

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

FC26/173 Apologies for Absence

Apologies were received from Councillors Craig, Dannatt, Plastow.

FC26/174 Declarations of Interest

No declarations of interest were declared.

FC26/175 Dispensation Requests

No dispensation requests were made.

FC26/176 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FC26/177 Minutes of the Previous Meeting (Paper A)

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

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

FC26/178 Committee Meeting Minutes (Papers B - G)

- i. Community Emergency Plan Working Group, Tuesday 10 February 2026

Initialled:

- ii. Personnel Committee, Wednesday 11 February 2026
- iii. Planning Committee, Tuesday 17 February 2026
- iv. Neighbourhood Plan Working Group, Thursday 19 February 2026
- v. Finance and Strategy Committee, Tuesday 24 February 2026
- vi. Community Emergency Plan Working Group, Thursday 26 February 2026

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

FC26/179 Announcements (Paper H)

- i. Chair of Council

The Chair advised of events he had attended, thanked Members that attended his Civic Service and those that participated with readings, and advised that his Mayors donation from 2024/25 civic year was handed over to Lindsey Lodge.

- ii. Leader of Council

The Leader updated Members on recent meetings attended.

- iii. Representatives on Outside Bodies

Cllr Hooton advised Members would be invited to St John Ambulance Gainsborough cadets group.

- iv. Town Clerk

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

FC26/180 Recommendation made by Committee (Paper I)

Finance and Strategy Committee meeting held on Tuesday 24 February 2026 (FS26/150 Councillor Laptop Use & Return Agreement):

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

RESOLVED: To adopt the Councillor Laptop Use & Return Agreement.

Note: Councillors Binns, Dobbie and Doy abstained from voting on the above resolution.

FC26/181 Direct Debit and BACS Payment Approval (Paper J)

RESOLVED: To

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

FC26/182 Annual Town Meeting (Paper K)

RESOLVED: To invite the following to present at the Annual Town Meeting:

- i. The Police and Crime Commissioner
- ii. The Mayor of the Greater Lincolnshire Combined County Authority
- iii. MP for Gainsborough
- iv. The Men Shed

FC26/183 Local Government Reorganisation

There was no recent update, but the live consultation was noted.

FC26/184 Correspondence (Paper L)

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

FC26/185 Items for Notification

- i. Debt Write Off

FC26/186 Time and Date of Next Meeting

RESOLVED: To **NOTE** the next Full Council meeting scheduled for Tuesday 7 April 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:18pm.

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

PAPER B

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 10 March 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Sheila Bibb

Councillor Nicholas Coxon

Councillor Caz Davies

Councillor Kenneth Woolley

Councillor Richard Thompson (sub)

Councillor Nigel Bowler

Councillor Richard Craig

Councillor Paul Key

In Attendance:

Rachel Allbones

Amanda Clarke

Town Clerk

Communities Officer

Also Present: Seven Members of the public

PS26/076 Apologies for Absence

Apologies were received from Councillor Hooton and the Operations Manager.

PS26/077 Declarations of Interest

No declarations of interest were received.

PS26/078 Dispensation Requests

No dispensation requests were received.

PS26/079 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from item PS26/081 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1(2), due to the confidential nature of the business to be discussed.

PS26/080 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Property and Services Committee meeting held on Tuesday 13 January 2026 be approved as a true and accurate record and signed by the Chair.

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

Initialled:

RESOLVED: Under Standing Order 10.1f the order of business was changed to take item PS26/088 next.

PS26/088 Armed Forces Day 2026 (Paper I)

RESOLVED: To approve a contribution of £1,000 from the 2026/27 budget (code 10020) to the Armed Forces and Veterans Breakfast Club (AFVBC) in support of Armed Forces Day 2026.

This funding will help facilitate local events recognizing the service of Armed Forces personnel and veterans, with the remaining budget available for other community initiatives.

Note: Seven Members of the public left the meeting.

PS26/081 Foxby Hill Allotment Entrance Gates (Paper B)

RESOLVED: To **RECOMMEND to the Planning Committee** that £5,594.00 of Community Infrastructure Levy (CIL) funds be used to appoint Moulds Fencing to remove the existing gates and supply and install new gates and fencing at Foxby Hill Allotments.

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).

Note: Councillor Coxon voted against the above resolution.

PS26/082 Aisby Walk TNLCF (Paper C)

Members considered the progression of the Aisby Walk project to Stage Two of The National Lottery Community Fund (TNLCF) Reaching Communities programme.

As quotations had not yet been received to appoint a suitably qualified Project Manager (Lead Building Professional) to support the development of the Stage Two submission and subsequent procurement process, it was proposed and seconded that, in principle, the Council support progression to Stage Two, subject to a report with full costings being presented to the next meeting of Full Council for consideration.

A recorded vote was requested by Councillor Key, with votes cast as follows:

For: Councillors Bibb, Bowler, Coxon, Craig, Dannatt, Davies, Thompson, Woolley (8)

Against: Councillor Key (1)

With 8 votes in favour and 1 against, the motion was CARRIED and as such it was:

RESOLVED: That the Council, in principle, support the progression of the Aisby Walk project to Stage Two of The National Lottery Community Fund (TNLCF) Reaching Communities Programme, subject to a report with full costings being presented to the next meeting of Full Council for consideration.

Note: The Communities Officer left the meeting at 6:57pm.

PS26/083 Christmas Lights Festival 2025 & 2026 (Paper D)

RESOLVED: To

- i. Note the contents of the report and the 2025 event expenditure.
- ii. Agree mitigation measures regarding the funfair and car park management.
- iii. Request WLDC to factor in a formal countdown and structured switch-on moment for 2026 led by the Mayor, the Chairman of WLDC and the Citizen of the Year.

PS26/084 Christmas Lights Scheme for 2026 onwards (Paper E)

RESOLVED: To

- i. Note the update regarding structural certification of existing Council-owned lighting and the risks associated with re-using ageing lighting stock, including structural liability and replacement part availability.
- ii. Agree to not use the old Imagination lighting.
- iii. Await receipt of Blachere's uncosted proposals before determining the preferred scope of a future scheme.
- iv. Defer the discussion regarding the old lighting to a future meeting.

PS26/085 North Warren Cemetery (Paper F)

RESOLVED: To

- i. Formally ask WLDC to consider issuing a PSPO for North Warren Cemetery under the Anti-Social Behaviour, Crime and Policing Act 2014, requiring dogs to be kept on leads and granting enforcement powers to authorised officers.
- ii. Support complementary measures while the PSPO is being considered by closing gates (but leaving them unlocked) and maintaining fencing to prevent loose dogs from entering.

PS26/086 Endless Summer' Silver Street Memorial Sculpture (Paper G)

RESOLVED: To NOTE the update that T Bland Welding are repairing the recent damage to the *Endless Summer* sculpture on Silver Street.

PS26/087 Utility Charge Review (Paper H)

RESOLVED: To NOTE the review of utility charges for Richmond House & Park, Marshalls, Levellings and the General Cemetery.

PS26/089 Items for Notification

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

- i. Love Lane Access Road
- ii. Richmond House & Park Condition Report
- iii. Richmond House & Park Feasibility Study
- iv. Richmond Park Outbuilding Demolition Quotes
- v. Richmond Park Outbuilding Repair Quotes
- vi. Old Christmas Lights
- vii. General Cemetery Chapel
- viii. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- ix. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- x. Volunteer Recognition

PS26/090 Time and Date of Next Meeting

RESOLVED: To **NOTE** the next Property and Services Committee is scheduled for Tuesday 12 May 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:44pm.

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

DRAFT

PAPER C

Gainsborough Town Council

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 11 March 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chair)
 Councillor Stephen Blogg
 Councillor Dennis Dannatt
 Councillor Doug Owles
 Councillor Nigel Bowler
 Councillor Paul Key
 Councillor Richard Thompson (sub)

In Attendance:
 Rachel Allbones
 Town Clerk

PC26/067 Apologies for Absence

Apologies for absence were received from Councillors S Bibb, P Hooton, K Woolley.

PC26/068 Declarations of Interest

No declarations of interest were made.

PC26/069 Dispensation Requests

No dispensation requests were received.

PC26/070 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from item PC26/073 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/071 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Personnel Committee meeting held on Wednesday 11 February 2026 be approved as a true and accurate record and signed by the Chair.

PC26/072 Equality and Diversity Policy Review (Paper B)

RESOLVED: To adopt the reviewed Equality and Diversity Policy.

PC26/073 Caretaker Provision (Paper H)

RESOLVED: To

- i. Approve the recruitment pack, including job description and person specification, for immediate publication.
- ii. Agree the application form.
- iii. Agree the contract of employment.
- iv. Endorse the proposed working hours arrangements to ensure full facility coverage.
- v. Delegate responsibility to the Operations Manager to manage the rota and working arrangements in line with Council requirements.
- vi. Agree members of the shortlisting and interview panel as follows:
 - Councillors Craig and Key, with Councillor Blogg and Owles as reserve
 - Operations Manager
 and delegate the agreement of key dates to panel members.
- vii. Delegate the decision of appointing the two Caretakers to the interview panel, executed by the Operations Manager.

PC26/074 Items for Notification

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

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

PC26/075 Time and Date of Next Meeting

RESOLVED: To NOTE the next Personnel Committee meeting scheduled for Wednesday 13 May 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:51pm.

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

PAPER D

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DRAFT PLANNING COMMITTEE MINUTES

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

Councillors Present: Councillor Paul Hooton (Chair)

Councillor Mark Binns
Councillor Michael Devine
Councillor Doug Owles
Councillor Richard Thompson

Councillor Stephen Blogg
Councillor David Dobbie
Councillor Glenn Puxty

In Attendance:

Natasha Gardener

Assistant Clerk

PL26/216 Apologies for Absence

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

PL26/217 Declarations of Interest

Councillor Hooton declared a personal interest in item PL28/238 due to being an allotment holder on the site.

PL26/218 Dispensation Requests

No dispensation requests were received.

PL26/219 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL26/220 Minutes of the Previous Meeting (Paper A)

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

NOTE: Councillors Binns, Blogg, Devine, Dobbie and Hooton abstained on voting on the above resolution.

PL26/221 Planning Application

[Application Ref No: WL/2026/00156 \(received 16/02/26\) any observations to make on the application, please make them by 23/03/2026](#)

[Proposal: Advertisement consent to display 2no. fascia signs and 1no. projecting sign.](#)

Initialled:

Location: Unit 2B, Marshalls Yard, Beaumont Street, Gainsborough

RESOLVED: To support the application.

PL26/222 Planning Application

Application Ref No: WL/2026/00161 (received 17/02/26) any observations to make on the application, please make them by 23/03/2026

Proposal: Planning application for conversion of existing building into 4no. apartments.

Location: 1 Heaton Street, Gainsborough

RESOLVED: To support the application.

PL26/223 Planning Application

Application Ref No: WL/2026/00167 (received 18/02/26) any observations to make on the application, please make them by 23/03/2026

Proposal: Planning application for construction of new storage/business units.

Location: Racetorations, Caldicott Drive, Gainsborough

RESOLVED: To support the application.

PL26/224 Planning Application

Application Ref No: WL/2024/00029 (received 27/02/26) any observations to make on the application, please make them by 20/03/2026

Proposal: Application for approval of reserved matters for 539no. dwellings, considering appearance, landscaping, layout and scale following outline planning permission 138921 granted 29 August 2019.

Location: Land at Foxby Lane, Gainsborough

CHANGES TO SCALE, APPEARANCE, LAYOUT AND LANDSCAPING

RESOLVED: To support the application and to positively note the incorporation of the green wedge in the plans.

PL26/225 Planning Application

Application Ref No: WL/2026/00218 (received 09/03/26) any observations to make on the application, please make them by 13/04/2026

Proposal: Advertisement consent to display 1no. illuminated 6m totem.

Location: Evans Halshaw Ford Centre, Lea Road, Gainsborough

RESOLVED: To support the application.

PL26/226 Planning Application

Application Ref No: WL/2026/00222 (received 10/03/26) any observations to make on the application, please make them by 13/04/2026

Proposal: Planning application for the erection of Care Home with a new access, car parking and landscaping

Location: Former Peacock Hotel Site, Corringham Road, Gainsborough

RESOLVED: To support the application.

PL26/227 Decision Notice (Paper B)

Application Ref No: WL/ WL/2026/00061 GRANTED (Delegated)

Proposal: Notice to carry out tree works: T1 London Plane - Re-pollard to existing knuckles. Leave a few lateral branches as risers. T2 Copper Beech - Reduce extruding branches towards main building by 2m. Within the Gainsborough Britannia Conservation area.

Location: Hexadex Ltd, The Old Court House, 24 Market Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/228 Decision Notice (Paper C)

Application Ref No: WL/2026/00033 GRANTED (Delegated)

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

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

RESOLVED: To NOTE the decision notice.

PL26/229 Decision Notice (Paper D)

Application Ref No: WL/ 2026/00026 GRANTED (Committee)

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

Location: Trinity Arts Centre, Trinity Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/230 Decision Notice (Paper E)

Application Ref No: WL/2026/00025 GRANTED (Committee)

Proposal: Planning application for stabilisation and repair works to northern boundary wall.

Location: Trinity Arts Centre, Trinity Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/231 Decision Notice (Paper F)

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

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

Location: 6 Mayflower Close, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/232 Decision Notice (Paper G)

Application Ref No: WL/ 2025/01199 GRANTED (Delegated)

Proposal: Listed Building Consent for retention, restoration, and repair of the existing pitched roof building garden store, demolition of the existing flat roof garden store and making good disturbed areas of garden wall structure

Location: Richmond House, Morton Terrace, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/233 Decision Notice (Paper H)

Application Ref No: WL/2025/01198 GRANTED (Delegated)

Proposal: Planning Application for retention, restoration, and repair of the existing pitched roof building garden store, demolition of the existing flat roof garden store and making good disturbed areas of garden wall structure

Location: Richmond House, Morton Terrace, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/234 Decision Notice (Paper I)

Application Ref No: WL/2025/01087 GRANTED (Delegated)

Proposal: Listed building consent for the change of use of former bank to create 2no. ground-floor retail units, 2no. upper-floor apartments and 1no. ancillary short stay guest room, installation of roof-mounted solar PV panels, 2no. air-source heat pumps, hot-water cylinder, battery storage, green roof and modular living wall system to inner courtyard elevations, 3no. replacement external doors new refuse and cycle storage within the rear yard, internal fire-safety upgrades including emergency lighting, and detection system and accessible ground-floor WC.

Location: Former Halifax Bank, 32 Lord Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/235 Decision Notice (Paper J)

Application Ref No: WL/2025/01086 GRANTED (Committee)

Proposal: Planning application for the change of use of former bank to create 2no. ground-floor retail units, 2no. upper-floor apartments and 1no. ancillary short stay guest room, installation of roof-mounted solar PV panels, 2no. air-source heat pumps, hot-water cylinder, battery storage, green roof and modular living wall system to inner courtyard elevations, 3no. replacement external doors new refuse and cycle storage within the rear yard, internal fire-safety upgrades including emergency lighting, and detection system and accessible ground-floor WC.

Location: Former Halifax Bank, 32 Lord Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL26/236 Street Naming Requests

No street naming requests were received.

PL26/237 Tree Preservation Orders

No tree preservation orders were received.

PL26/238 Recommendation from Committee

Property and Services Committee meeting held on Tuesday 10 March 2026 (PS26/081 Foxby Hill Entrance Gates:

RESOLVED: To **RECOMMEND to the PLANNING COMMITTEE** to use £5,594.00 of Community Infrastructure Levy (CIL) funds be used to appoint

Moulds Fencing to remove the existing gates and supply and install new gates and fencing at Foxby Hill Allotments.

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.

NOTE: Councillors Dobbie and Hooton abstained on voting on the above resolution.

PL26/239 Items for Notification

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

PL26/240 Time and Date of Next Meeting

RESOLVED: To NOTE the next Planning Committee meeting is scheduled for Tuesday 21 April 2026 at 6:30pm.

The meeting closed at 7:19pm.

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

PAPER E

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT NEIGHBOURHOOD PLAN WORKING GROUP MINUTES

Minutes of the Neighbourhood Plan Working Group meeting held on **Thursday 26 March 2026** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Sheila Bibb (Chair)
Councillor Paul Key Mr Barry Coward
Mr John Lydon Mr John Rodgers

In Attendance:
Natasha Gardener Assistant Clerk

Also Present: Katy Jarvis Morgan – STEP Fusion

NP26/030 Apologies for Absence

Apologies were received from Councillors R Craig, D Dobbie, P Hooton, D Owles, K Woolley, Mr Sam Brightman and Mr Barry Rooks

NP26/031 Declarations of Interest

No declarations of interest were received.

NP26/032 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Neighbourhood Plan Working Group meeting held on Thursday 19 February 2026 be approved as a true and accurate record and signed by the Chair.

NP26/033 STEP Fusion Presentation

Received a presentation from STEP Fusion regarding local STEP Fusion plans and developments.

Note: At 10:41 Councillor Key left the meeting.

Note: At 10:43 Councillor Key returned to the meeting.

STEP Fusion representative Katy Jarvis-Morgan left the meeting.

NP26/034 Neighbourhood Plan Action Plan (Paper B)

RESOLVED: to note the action plan.

NP26/035 Update from Town Centre & Riverside Group

NOTE: No members of the group were present to provide an update.

Initialled:

Neighbourhood Plan Working Group minutes 2025-26

NP26/036 Update from Green Spaces Group

Verbal update provided by members of the Green Spaces Group regarding their scheduled next meeting on 27 March 2026 with plans to discuss the mapping development.

NP26/037 Update from New Developments Group

RESOLVED: to note the written New Developments Group report provided.

NP26/038 Update from Transportation Group (Paper C)

RESOLVED: to note the Transportation Group reports provided.

RESOLVED: Barry Coward to invite Steve Wiles and Jason Copper to the next Gainsborough Neighbourhood Plan Meeting.

NP26/039 Update from Employment Group

RESOLVED: to note that there was no update at this time.

NP26/040 Update from Heritage, Leisure & Tourism Group

RESOLVED: to note that there was no update at this time.

NP26/041 Update from Community Facilities Group (Paper D)

RESOLVED: to note the contents of the report provided.

NP26/042 Community Engagement

Verbal updates provided by Councillor Bibb regarding the Annual Assembly of the Town Meeting, and the Assistant Clerk regarding 2026 Churches Festival outreach.

RESOLVED: to:

- i. Investigate the possibility of a GNP working group table at a Men's Shed monthly shindig event.
- ii. Investigate local school consultation opportunities and start approaching all schools in the parish regarding presentations from June 2026 onwards about the Neighbourhood Plan review, and to send out an email to all Neighbourhood Plan members to see who would be interested in taking part in school consultation.
NOTE: Councillors Bibb and Key and Barry Coward nominated themselves to be involved in school consultation.
- iii. To develop a list of organisations to contact and identify community engagement opportunities to bring to the next meeting.

NP26/043 Time and Date of Next Meeting

RESOLVED: the date and time of the next Neighbourhood Plan Working Group meeting will be held on Thursday 23 April 2026 at 10:00am at Richmond House, Morton Terrace.

Meeting ended at 12:07pm.

Initialled:

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 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 Nigel Bowler (Chair)

Councillor Sheila Bibb	Councillor Stephen Blogg
Councillor Nicholas Coxon	Councillor Michael Devine
Councillor David Dobbie	Councillor Paul Key
Councillor Doug Owles (sub)	Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

FS26/155 Apologies for Absence

Apologies were received from Councillors Hooton, Woolley.

FS26/156 Declarations of Interest

No declarations of interest were made.

FS26/157 Dispensation Requests

No dispensation requests were received.

FS26/158 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items FS26/165, FS26/166 and FS26/167 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1(2), due to the confidential nature of the business.

FS26/159 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Finance and Strategy Committee meeting held on Tuesday 24 February 2026 be approved as a true and accurate record and signed by the Chair.

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

FS26/160 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 26 March 2026.

Initialled:

Finance and Strategy Committee minutes 2025-26

- ii. Cashbook Summary (including due and unpaid transactions) for 26 March 2026.
- iii. Budget Comparison Report (including due and unpaid transactions) for 26 March 2026.

FS26/161 Bank Reconciliation (Paper E)

RESOLVED: That the monthly bank reconciliations for 28 February 2026 be approved and signed, with the following closing balances:

- HSBC Current/Deposit Account: £74,471.75
- CCLA: £350,000.00

FS25/162 HSBC Daily Payment Limit

RESOLVED: To approve increase of the HSBC daily payment limit from £30,000 to £50,000.

FS25/163 Earmarked Reserves (Paper F)

RESOLVED: To approve proposed ear marked reserves for YE 31st March 2026.

FS25/164 Internal Controls (Paper G)

RESOLVED: To review and approve the internal controls in place for 2025/26.

FS25/165 Outstanding Debtors (Paper H)

RESOLVED: To note the old debtors described in section 3 of the report.

FS26/166 Love Lane Allotment Garages (Paper I)

RESOLVED: To

- i. Note the completion of inspections and the disconnection of electricity supplies.
- ii. Approve the removal of garages on spaces: 248, 266, 272, 274
- iii. Give priority to addressing garages identified as: damaged asbestos, structurally unsafe, or non-compliant with licence conditions
- iv. Endorse a phased approach to implementation of the Council's long-term policy to revert sites to parking spaces only.
- v. Request that the company removing garages carry out an asbestos survey and report their findings.

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

FS26/167 Fee Waiver Request (Paper J)

RESOLVED: To defer the decision until after:

- Completion of the planned drainage works; and
- Assessment of whether the issue has been resolved;

A letter will be sent to the individual advising that they will be invoiced as normal in April, but the Council will reconsider if the issue persists.

Note: Councillors Bowler and Coxon abstained from voting on the above resolution.

FS26/168 Items for Notification

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

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

FS26/169 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 28 April 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:52pm.

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

PAPER G

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 31 March 2026


Gainsborough
TOWN COUNCIL

Subject: Town Clerk's Report

1. Summary

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

2. Incidents of Anti-Social Behaviour (ASB)

Number	Date Identified	Location	Incident details	Reported to Police (and date)
109	26/02/2026	Richmond Park	Individuals on the roof of Richmond House. CCTV footage caught, but due to camera positioning there is currently limited footage caught.	Yes 27.02.2026
110	23/02/2026	North Warren Cemetery	Report from member of the public regarding damaged fencing and further activities in the cemetery - advised they contact the Police to report directly as the Council have no evidence and have not witnessed anything.	No
111	26/03/2026	Richmond Park	Public toilet door damaged - CCTV footage caught	Yes 26.03.2026
112	29/03/2026	Richmond Park	Public toilet door damaged - CCTV footage caught. Toilet roll dispenser damaged.	Yes 30.03.2026

3. Meetings and Events

Chair's Group Meeting

The next Chair's Group meeting will be held on **Monday 27 April at 10:00am**.

WLDC Markets and Events

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

Meeting with WLDC and RPT Consulting

The Town Clerk met with WLDC Chief Executive and Robin Thompson regarding the feasibility study for Richmond House and Park. The report will be put to Committee once received.

Meeting with WLDC

The Town Clerk and Communities Officer are meeting with WLDC Communities Manager on Friday 10 April to discuss Aisby Walk Barriers & CCTV Mapping.

4. Councillor Training

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

Highlighted sessions include:

Data Protection Toolkit

Monday 27th April 2026 at 6.00pm

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

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

Aimed at councillors with or without any experience, covering:

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

Chair's Workshop

28th April, 18:00—21:00, via Zoom

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

Topics covered will include:

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

Finance for Councillors

28th April, 10:00, via Zoom

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

28th April, 18:30

19th May, 18:30

23rd June, 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

14th April, 18:30, via Zoom

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

Works for the new flooring should begin next week.

Richmond House - Guttering

Works are now complete.

Richmond House – Outside Toilets

As you will see from the ASB section Richmond Park has suffered damage to both the male and female toilets doors being completely ripped to bits. New doors have been installed and are awaiting stainless sheeting to strengthen the doors.

Richmond House – Biodiversity Garden

Councillors Dobbie and McGhee have both donated £200 each from their WLDC Cllr Initiative Fund.

6. Aisby Walk Developments

FCC Communities Foundation Funding

The Communities Officer's application for funding through the FCC Community Action Fund has been successful. Further work is to be carried out to receive the grant, but this is excellent news.

Aisby Walk Park - Multi Agency Meeting

The Communities Officer again held a very successful multiagency meeting on Tuesday 17 March with 21 attending.

7. Social Media

Members are reminded that, as community leaders, their conduct both in official and personal capacities can reflect on the Council and the wider community. This includes content shared on personal social media accounts.

While Members are of course entitled to express personal views, care should be taken to ensure that any material posted or shared is appropriate and does not risk bringing the office of Councillor or the Council into disrepute. Members are encouraged to be mindful of tone, accuracy, and the potential impact of their online activity.

Should any Member be unsure, guidance is available, and I would encourage early discussion to avoid any issues arising.

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

8. Staff Matters

Annual Leave

Assistant Clerk: 7 – 10 April

Town Clerk: 11 – 15 May

9. Lincolnshire Alerts

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

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

10. Interest Forms

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

Any changes (including address, employment, or a partner's employment) must be recorded within **28 days**.

Please contact the Town Clerk for further details.

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

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?



First Aid at Work—change of June date—see page 15
RPII Routine play inspections—new date—see page 17
Parkinson Partnership & Breakthrough Communications—new dates

Annual Training Scheme (ATS) 2026-27

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

Picking up contact information when booking places

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

ACAS free e-Learning

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

Internal Audit

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

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

Contact us

Office: 01673 866596

Mobile 1: (Katrina) 07472 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	19th March 18:00—21:00 14th April 13:00—16:00	Zoom LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR
Year end, AGAR and audit	Ideal for new and experienced Clerks. Topics Covered: • Internal Controls • Internal Audit • External Audit • End Of Year AGAR • End Of Year Documents • Publication • Transparency Code • Common Mistakes	17th March 10:00—13:00	LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR
Chair's Workshop	This training session will suit Chairs of Parish and Town Councils, Chairs of Committees and Vice Chairs, along with anyone aspiring to such a role. Topics covered will include: • Skills required • Managing meetings • Working with the Clerk, other councillors and officers • Planning for success • Understanding your Standing Orders, Financial Regulations and Code of Conduct • Accountability • Community engagement	28th April 18:00—21:00	Zoom

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
New Clerk's Induction	This session provides a comprehensive introduction to the key roles and responsibilities a new clerk needs to be aware of, including: • The Clerk's role • The Council • Meetings • Planning • Finances	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.	14th April, 10:00 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***



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	10th March, 10:00 26th March, 10:00

Finance—delivered by:

All sessions held via Zoom

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



PARKINSON
PARTNERSHIP

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

Council Communications All sessions held via Zoom. 1.5-2 hours. £35 plus VAT.			
Course	Description	Date(s)	
Communicating with your community part 1: creating a communications strategy	Every local council should have a communications strategy, setting out its communications priorities, aims and goals. In this session, we will consider how your council could create an effective communication strategy, that is sustainable and supports your council. A strategy that considers your council's human and financial resources.	6th April, 10:00 1st June, 10:00	
Communicating with your community part 2: engaging with your community	This session will focus on putting your council's communication plan into action: how your council could connect with the community it represents. Considering the ways your council can communicate effectively and build conversations. Providing tools and techniques to start engaging and getting messages across.	5th May, 10:00	
How councils can recruit a more diverse pool of local councillors	How can you find and encourage a more diverse pool of people to stand or be co-opted as town or parish councillors? It is increasingly hard to find people who are willing to put their names forward either at election time or to be co-opted. Explore effective ways councils and councillors can engage people, building up awareness and interest in the work of the council, in order to better promote and demystify the role of a councillor.	8th May, 10:00	
How councils can more effectively engage with young people in their communities	Councils often find it challenging to connect with young people. In this session, we will define "young people" and consider the issues important to them. Exploring effective ways to engage online and offline, we will also offer insights on forming partnerships with local youth organisations.	23rd April, 9:30 2nd June, 10:00	
Dealing with difficult people and conversations in our local councils	Handling professional relationships within local councils is critical, but it can be tough dealing with challenging people and situations. This session discusses practical techniques for managing difficult conversations and situations.	11th March, 10:00 12th May, 10:00	
Boosting Your Council's Identity: How to Promote Your Council Effectively	Exploring what brand identity means for parish and town councils, why it matters, and how to create a clear and consistent identity that reflects your council's purpose and values. Introducing practical strategies for promoting your council through effective messaging, digital and traditional communication channels, and community engagement.	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.	17th March, 10:00 13th May, 10:00
Social media part 1: Getting started with social media for local councils	Social media is a great tool for councils to use to improve their communication. In this session you will learn the basics and how to get started right. We will focus on creating a social media strategy and the basics of Facebook. Our goal is to share with you time-saving tools and techniques. Hopefully, this will help you and your council to be more confident using social media.	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-events/>

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
Councillors training: Chairing council and public meetings effectively	The effective chairing of meetings is a good skill for a councillor to have. This session is for councillors that have been recently elected. It is also aimed at those wanting a refresher. During the session we will consider how to effectively prepare for meetings. How to get the most out of the meetings you chair and dealing with tricky situations.	10th March, 18:30 11th May, 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.	18th March, 10:00 14th May, 10:00

Book Breakthrough Communications training via:

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

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Data Protection for councils Part 1: Foundations & theory	It is important that councils have the most up-to-date understanding of data protection legislation. They should also have a good grasp of their data protection obligations. This introductory session covers the theory and core principles of UK GDPR and other relevant legislation and explains what policies, practices and processes local councils need to have in place.	13th April, 10:30 11th May, 13:30 8th June, 10:30
Data Protection for councils Part 2: Accountability and lawfulness	This session deep dives into how councils demonstrate accountability with UK GDPR, considering the different lawful bases for the processing of personal data. Also how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments.	9th March, 13:00 20th April, 13:30 7th May, 18:30 18th May, 10:30 15th June, 13:00
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.	19th March, 13:00 27th April, 10:30 28th May, 10:00 22nd June, 10:30 30th June, 18:30
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.	23rd March, 18:00 28th April, 18:30 19th May, 18:30 23rd June, 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.	30th March, 10:30 29th May, 10:00

Book Breakthrough Communications training via:

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

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

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

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

First Aid at Work—delivered by Medrock Training Limited £85 plus VAT		
Description	Date	Venue
This course is primarily aimed at smaller workplaces that present potentially fewer health and safety risks, where a nominated individual is required to take charge in the event of illness or accident or that nominated person might assist the First Aider. Upon completion participants will receive a certificate, in recognition of demonstrating competence in Emergency First Aid at Work (EFAW). The certificate is valid for 3 years. You will learn basic lifesaving First Aid and the relevant regulations, covering: • Insight into Health and Safety (First Aid) Regulations • Managing an incident • Priorities of First Aid • Resuscitation • Blood loss • Treatment of an unconscious casualty • Treatment of shock • General discussion on common workplace injuries • Treatment of Choking If you've done this course before, please check your certificate in case it has expired/is due to expire soon. If so, here's your opportunity to get it renewed. These courses tend to sell out quickly so book your place now!	23rd June Now 2nd June 9:30—16:00 6th October 9:30—16:00	Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR

Introduction to cemetery management for parish & town clerks

13th May, 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		
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. NEW DATE (arranged in conjunction with ERNLLCA) 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 

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

Offerings from LALC partners

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

Courses delivered directly by LALC or partners

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

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

Courses delivered directly by LALC or partners

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

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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	

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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't 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 — ~~these~~ 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: 07426 963475

Andrew Mobile: 07549 019842

PAPER H

Rachel Allbones
Town Clerk
Gainsborough Town Council
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincs
DN21 2RJ

Your contact for this matter is:
Name: Paul Burkinshaw
Email: paul.burkinshaw@west-lindsey.gov.uk

Date: 13 March 2026

Dear Rachel

Community Asset Transfers

I am writing further to your letter dated 4th February 2026 regarding the above.

Firstly, can I apologise for the delay in acknowledging and responding to this letter and can I thank the Town Council for this further letter on the matter which is helpful.

I am pleased to advise that a formal Community Asset Transfer Policy will be presented to Committee in April which will provide the policy basis, supported by relevant procedures and processes, to consider and take forward expressions of interest as you have outlined in your letter.

In addition, we are planning to commission some work to progress consideration associated with some specific assets, within which we could plan to incorporate some of the sites you have referred to in your letter.

Finally, we are of course undertaking a joint piece of work in connection with Richmond House.

I hope the above demonstrates and gives assurance that we are committed to looking at facilitating community asset transfers in accordance with the new policy referred to above and will address the issues in your letter as part of that. I am unable at this time to give definitive timescales but can assure you that we are keen to progress within a timely manner and hope to bring forward proposals before the summer recess.

I will keep you updated and of course engage further with the Town Council.

Regards



Paul Burkinshaw
Chief Executive

PAPER I

PAPER J

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 31 March 2026



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- WLDC: Parish Newsletter – 27 February 2026
- VCS: Voluntary Sector Forums and Networks - Upcoming Dates - March and April 2026 – 2 March 2026
- H2East Pipeline: Consultation launched for Cadent's H2East Pipeline: Humber to Nottinghamshire – 3 March 2026
- LALC: E-news 06/03/26 & March Training Bulletin – 6 March 2026
- ICCM: Law Commission Publication - Burial & Cremation Law - Final Report & Webinar Details - 18 March 2026
- WLDC: Reconsultation on planning application - WL/2024/00019 – 19 March 2026
- LALC: E-news 20/03/26 - 20 March 2026
- NALC: Launch of a new toolkit to help you engage with MPs and parliamentarians - 25 March 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