

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 5 May 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 Dennis Dannatt
Councillor Michael Devine
Councillor Richard Doy
Councillor Paul Key
Councillor James Plastow
Councillor Richard Thompson

Councillor Mark Binns
Councillor Nigel Bowler
Councillor Richard Craig
Councillor Caz Davies
Councillor David Dobbie
Councillor Paul Hooton
Councillor Douglas Owles
Councillor Glenn Puxty
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

Also Present:

One member of the public attended the public forum and left prior to the commencement of the meeting.

FC27/001 Election of the Chair of the Town Council for the 2026/27 Civic Year (Paper A)

Councillors Blogg and Craig were both proposed and seconded.

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

Councillor Craig

For: - Councillors Bibb, Bowler, Coxon, Craig, Dannatt, Davies, Devine, Hooton, Key, Owles, Puxty, Woolley

Against: - Councillors Binns, Blogg, Doy, Thompson

Abstained: - Councillors Dobbie, Plastow

Councillor Blogg

For: - Councillors Binns, Blogg, Dobbie, Plastow, Thompson

Abstained: - Councillors Bibb, Bowler, Coxon, Craig, Dannatt, Davies, Devine, Doy, Hooton, Key, Owles, Puxty, Woolley

RESOLVED: To elect Councillor Craig Chair and Town Mayor for the 2026-27 municipal year.

Councillor Craig signed and read aloud the Declaration of Acceptance of Office which was also signed by the Proper Officer.

FC27/002 Election of the Vice Chair of the Town Council for the 2026/27 Civic Year (Paper B)

Councillors Bibb and Blogg were both proposed and seconded.

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

Councillor Bibb

For: - Councillors Bibb, Bowler, Coxon, Craig, Dannatt, Davies, Devine, Hooton, Key, Owles, Puxty, Woolley

Against: - Councillors Dobbie

Abstained: - Councillors Binns, Blogg, Doy, Plastow, Thompson

Councillor Blogg

For: - Councillors Binns, Blogg, Dobbie, Plastow, Thompson

Abstained: - Councillors Bibb, Bowler, Coxon, Craig, Dannatt, Davies, Devine, Doy, Hooton, Key, Owles, Puxty, Woolley

RESOLVED: To elect Councillor Bibb Vice Chair and Deputy Town Mayor for the 2026-27 municipal year.

Councillor Bibb signed and read aloud the Declaration of Acceptance of Office which was also signed by the Proper Officer.

FC27/003 Apologies for Absence

No apologies for absence were received.

FC27/004 Declarations of Interest

No declarations of interest were declared.

FC27/005 Dispensation Requests

No dispensation requests were made.

FC27/006 Items for Exclusion of Public and Press

There were no items for the exclusion of the public and press.

FC27/007 Minutes of the Previous Meeting (Paper C)

RESOLVED: That the minutes of the Council meeting held on Tuesday 7 April 2026 be approved as a true and accurate record and signed by the Chair.

Note: Councillors Bowler, Dannatt and Plastow abstained from voting on the above resolution.

FC27/008 Committee Meeting Minutes (Papers D - H)

i. Community Emergency Plan Working Group, Monday 13 April 2026

- ii. Policy Review Working Group, Tuesday 21 April 2026
- iii. Planning Committee, Tuesday 21 April 2026
- iv. Neighbourhood Plan Working Group, Thursday 23 April 2026
- v. Finance and Strategy Committee, Tuesday 28 April 2026

RESOLVED: To NOTE the draft minutes of the Committees.

FC27/009 Announcements (Paper I)

- i. Chair of Council

The former Chair informed Members of the success of the Civic Charity Dinner and the Annual Town Meeting, both of which had a great public turnout.

- ii. Leader of Council

The Leader advised that he and the Chair of the Personnel Committee had carried out the Town Clerk's appraisal and Caretaker interviews and thanked all employees for another fantastic year.

- iii. Representatives on Outside Bodies

None received.

- iv. Town Clerk

RESOLVED: To NOTE the Town Clerk's report.

FC27/010 Recommendations made by Committee (Paper J)

Policy Review Working Group held 21 April 2026 (PO26/005 Standing Order Review):

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

RESOLVED: To adopt the reviewed Standing Orders.

FC27/011 Recommendations made by Committee (Paper K)

Policy Review Working Group held 21 April 2026 (PO26/006 Financial Regulations Review):

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

RESOLVED: To adopt the reviewed Financial Regulations.

FC27/012 Recommendations made by Committee (Paper L)

Policy Review Working Group held 21 April 2026 (PO26/007 Structure and Functions Review):

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

RESOLVED: To adopt the reviewed Structure and Functions.

FC27/013 Recommendations made by Committee (Paper M)

Policy Review Working Group held 21 April 2026 (PO26/008 Members Code of Conduct Review):

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

RESOLVED: To adopt the reviewed Members Code of Conduct.

FC27/014 Recommendations made by Committee

Finance and Strategy Committee held 28 April 2026 (FS26/179 Insurance Renewal):

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

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

FC27/015 Council Leader

RESOLVED: To appoint Councillor Key as the Leader of the Council for the 2026-27 municipal year.

Note: Councillor Dobbie voted against the above resolution.

Note: Councillors Binns, Plastow and Thompson abstained from voting on the above resolution.

FC27/016 Council Deputy Leader

RESOLVED: To appoint Councillor Owles as the Deputy Leader of the Council for the 2026-27 municipal year.

Note: Councillor Blogg voted against the above resolution.

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

FC27/017 Finance and Strategy Committee

RESOLVED: To appoint the following Members to the Finance and Strategy Committee for the 2026–27 municipal year:

- Councillors Blogg, Bowler, Coxon, Devine, Dobbie, Hooton and Puxty as full members
- Councillors Craig and Key as ex-officio members and
- Councillors Bibb and Owles as substitute members for the 2026-27 municipal year.

RESOLVED: To appoint Councillor Bowler as Chair of the Finance and Strategy Committee for the 2026-27 municipal year.

FC27/018 Property and Services Committee

RESOLVED: To appoint the following Members to the Property and Services Committee for the 2026–27 municipal year:

- Councillors Binns, Coxon, Dannatt, Davies, Owles, Plastow and Thompson as full members
- Councillors Craig and Key as ex-officio members

- Councillor Hooton as substitute member

Councillors Dannatt and Owles were both proposed and seconded for the position of Chair of the Property and Services Committee.

A vote was taken on the appointment of Councillor Dannatt as Chair, resulting in:

- 8 votes for
- 1 vote against
- 9 abstentions

A further vote was taken on the appointment of Councillor Owles as Chair, resulting in:

- 11 votes for
- 7 abstentions

RESOLVED: That Councillor Owles be appointed Chair of the Property and Services Committee for the 2026–27 municipal year.

FC27/019 Personnel Committee

RESOLVED: To appoint the following Members to the Personnel Committee for the 2026–27 municipal year:

- Councillors Bibb, Bowler, Dannatt, Hooton, Owles, Thompson and Woolley as full members
- Councillors Craig and Key as ex-officio members
- Councillor Davies as substitute member

RESOLVED: To appoint Councillor Woolley as Chair of the Personnel Committee for the 2026–27 municipal year.

FC27/020 Planning Committee

RESOLVED: To appoint the following Members to the Planning Committee for the 2026–27 municipal year:

- Councillors Binns, Blogg, Dobbie, Owles, Plastow, Puxty and Thompson as full members
- Councillors Craig and Key as ex-officio members
- Councillors Devine and Hooton as substitute members

Councillors Plastow and Puxty were both proposed and seconded for the position of Chair of the Planning Committee.

A vote was taken on the appointment of Councillor Plastow as Chair, resulting in:

- 5 votes for
- 1 vote against
- 12 abstentions

A further vote was taken on the appointment of Councillor Puxty as Chair, resulting in:

- 13 votes for
- 5 abstentions

RESOLVED: That Councillor Puxty be appointed Chair of the Planning Committee for the 2026–27 municipal year.

FC27/021 Neighbourhood Plan Working Group

RESOLVED: To appoint Councillors Bibb, Binns, Dobbie, Owles and Thompson to the Neighbourhood Plan Working Group, with Councillors Craig and Key serving as ex-officio members for the 2026-27 municipal year.

FC27/022 Emergency Community Plan Working Group

RESOLVED: To appoint Councillors Bibb, Hooton, Owles and Thompson to the Community Emergency Plan Working Group, with Councillors Craig and Key serving as ex-officio members for the 2026-27 municipal year.

FC27/023 Asset Transfer Task and Finish Group

RESOLVED: To appoint Councillors Bowler, Dannatt and Owles to the Asset Transfer Task and Finish Group, with Councillors Craig and Key serving as ex-officio members for the 2026-27 municipal year.

FC27/024 Policy Review Working Group

RESOLVED: To appoint Councillors Davies, Devine and Thompson to the Policy Review Working Group, with Councillors Craig and Key serving as ex-officio members for the 2026-27 municipal year.

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

RESOLVED: To appoint the following representatives to outside bodies:

- i. Gainsborough Adventure Playground Association – Councillor Coxon
Note: Councillors Plastow and Woolley voted against the above resolution.
- ii. Friends of Richmond Park – Councillor Davies
Note: Councillor Dobbie voted against the above resolution.
Note: Councillor Binns abstained from voting on the above resolution.
- iii. North Notts and Lincs Community Rail Partnership CIC – Councillor Owles
- iv. Marshalls & Rose Brothers Memorial Charity – Councillor Woolley
- v. Gainsborough in Bloom – Councillor Davies
- vi. Safeguarding Champion – Councillor Hooton
- vii. First Aid Champion – Councillor Hooton
- viii. Armed Forces Champion – Councillor Dannatt

FC27/026 Authorised Signatories – Payments

RESOLVED: To appoint Councillors Bowler, Craig, Davies, Key and Plastow as authorised payment signatories for 2026/27, with any two signatures required.

Note: Councillor Coxon voted against the above resolution.

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

FC27/027 Authorised Signatories - Legal documents

RESOLVED: To appoint the Town Clerk and RFO, together with those members on the Town Council's bank mandate, currently are Councillors Bowler, Craig, Davies, Key and Plastow as authorised persons to sign legal documents for 2026/27.

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

FC27/028 Meeting Calendar for 2026 / 2027 (Paper N)

RESOLVED: To approve a meeting schedule for 2026/27.

FC27/029 Subscriptions

RESOLVED: To approve Council's subscriptions to:

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

FC27/030 Motion received from Councillor Coxon

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

Seconded by Councillor Owles.

RESOLVED: To refer the matter to the Finance and Strategy Committee to obtain costings for generic Councillor business cards and 50 personalised business cards for each interested Member. Nine Councillors expressed an interest in receiving business cards.

FC27/031 Motion received from Councillor Owles

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

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

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

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

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

market operations, used jointly by both organisations when members are available.

Seconded by Councillor Coxon

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

RESOLVED: To support collaboration between District Councillors and Town Councillors in organising street surgeries in the Market Place on market days. It was noted that a minimum of three Members to be in attendance at each session, with Councillor Owles coordinating a rota and Member availability.

Note: Councillor Dobbie voted against the above resolution.

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

FC27/032 Local Government Reorganisation

No update was received.

FC27/033 Correspondence (Paper O)

RESOLVED: To NOTE the correspondence circulated.

FC27/034 Items for Notification

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

FC27/035 Time and Date of Next Meeting

RESOLVED: To NOTE the next Full Council meeting is scheduled for Tuesday 2 June 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:30pm.

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