

GAINSBOROUGH TOWN COUNCIL

MINUTES of an Extraordinary Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Wednesday 25 February 2015 at 6:30pm

Present: Councillor Paul Key (Chairman)

Councillor Barry Coward
Councillor Richard Craig
Councillor Mick Tinker

In Attendance:

Rachel Allbones Deputy Clerk to the Council
Sean Alcock Operations Manager

Also In Attendance: Councillor Ashley Perraton-Williams

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

No apologies received.

Note: Councillor Tinker and Coward would be leaving the meeting at 6:55pm to attend the Planning and Development Committee meeting.

2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION

No interests were declared.

RESOLVED under Standing Order 14d to alter the order of business and take item 6 next.

6. TOWN PARTNERSHIP (Paper D)

Members considered the draft Service Level Agreement for Inward Investment from the Lincolnshire Chamber of Commerce.

Note: Councillor Hughes arrived at the meeting at 6:37pm.

Councillor Coward informed Members of West Lindsey District Council's and Lincolnshire County Council's positions in regards to the Town Partnership.

A Members raised concerns with regards to the Contracts Managers being named individuals.

A Members questioned if other than the Town manger would anyone be trained on the software in order for the service to continue during times of leave.

Note: Councillor Boles arrived at the meeting at 6:44pm.

RESOLVED to RECOMMEND TO FULL COUNCIL that the Council approve and sign the Service Level Agreement with the Lincolnshire Chamber of Commerce on the proviso that the following amendments are made: -

- Contract Manager (Supplier) be changed from Samantha Mellows to Lincolnshire Chamber of Commerce
- Contract Manager (Customer) be changed from Matthew Gleadell to Gainsborough Town Council
- inclusion that the Lincolnshire Chamber of Commerce will have a second member of staff trained to use the software.

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

Note: Councillor Rollings arrived at the meeting at 6:50pm.

Note: Councillors Coward, Tinker and Perraton-Williams left the meeting at 6:50pm.

3. **STRUCTURE & FUNCTIONS** (Paper A)

Members thoroughly considered the proposed Structure & Functions Policy submitted by the Structure and Functions Working Group.

Note: Councillor Dobbie arrived at the meeting at 7:36pm.

RESOLVED to RECOMMEND TO FULL COUNCIL that the following amendments be made: -

Page 1		No amendments
Page 2		No amendments
Page 3	2.1	Include 'Agree staffing levels and Management Structure' Include 'Setting Fees and Charges' Remove 'Burial Grounds'
	2.2 b	Include 'and recommend annual and three year indicative budget'
	f	Include ' Consider quarterly reports received from the Town Plan Working Group in respect of the council's three year indicative budget
	2.3 b	Change July to 'May / June'
Page 4	2.4	Change lower to 'be less than'
Page 5	3.1 k	Change development of a Town Plan to 'development of the Town Plan'
	n	Include 'Burial Grounds'
	3.2 a	Include 'and the Council's properties'
	3.3	Change lower to 'be less than'
Page 6	4.1 b	Include 'and section 106 agreements'
	d	Change to read 'To consider matters relating to the Town's highways, footpaths and bridleways and liaise with the appropriate authorities'
	e	Remove 'not directly covered by other Committees'
	f	Remove
	f	Include ' Consider quarterly reports received from the Town Plan Working Group in respect of spatial planning.
	4.3	Include ' Membership of the Committee will not be less than 3'
Page 7	5.2 b	Remove 'Agree Staffing levels and management structure'
	d	Amend to read 'To deal with recruitment' (will become c)
	d	Include 'To recommend to Council pay and conditions'
	e	Include 'To consider disciplinary matters and appeals in accordance with the Council's Handbook'

- f Include 'To consider the effects on staffing of industrial action or a situation that reduces the capacity of the staff'
Include 'Allotments Sub Committee'
Shall consist of 3 councillors, 5 allotment secretaries.
The chair and vice-chair shall be elected from the members at the first meeting of each council year save that one of these positions must be a councillor.
The meeting shall be quorate with one councillor and two secretaries.
The Sub Committee shall meet quarterly
The Sub Committee must report to the Community Services Committee quarterly.
The working group shall consider all matters relevant to allotments in accordance with the Allotments Handbook but has no power to make decisions or authority to spend money'
- Page 8
- Page 9
- Page 10
- Include ' Health & Safety Working Group'
Shall consist of the Operations Manager and not more than 5 councillors.
The Town Clerk shall be an ex-officio member.
The working group shall be quorate with the Operations manager and 3 councillors present.
The working group shall meet quarterly to consider all health and safety issues relating to the Council's operations including arrangements by third party users of the Council's properties.
The working group shall report quarterly to the Management and Finance Committee'
- Include ' Town Plan Working Group'
Shall consist of the Town Clerk, the Chair of Planning and Development, four councillors (voting members are the councillors) a representative of The Town Partnership, West Lindsey District Council, and Lincolnshire County Council.
The working group shall be quorate with the Town Clerk and 3 councillors present.
The working group shall meet quarterly to monitor the Action Plan and report to the Planning and Development Committee in respect of spatial planning matters and Management and Finance Committee in respect of the three year indicative budget and any other matters and Community Services for Community issues'

Note: Members confirmed that 5.2 j meant job adverts, shortlisting and arranging interviews.

4. **FREEDOM OF INFORMATION POLICY** (Paper B)

Members considered the proposed Freedom of Information Policy.

RESOLVED to RECOMMEND TO FULL COUNCIL that the revised Freedom of Information Policy be approved.

5. **COMPLAINTS POLICY** (Paper C)

Members considered the proposed Complaints Policy and Procedure.

A Member requested that it be looked into if the 'Leader' can be named alongside the Chairman in the policy.

It was noted that the Complaints Policy comes under the remit of the Management and Finance Committee.

RESOLVED to RECOMMEND TO FULL COUNCIL that the revised Complaints Policy and Procedure be approved following the amendments being made on pages 3 & 4 which refer Complaints to the Council and not the Management and Finance Committee, and after it be looked into if the Leader can be added to the policy alongside reference to the Chairman.

7. SITE SPECIFICATIONS (Paper E)

The Chair informed Members that this was a restructuring exercise following a motion himself and Councillor Butler put through Council last year.

A Member stated that it was an outsourcing exercise and not a restructuring exercise and would never support outsourcing as they had personally have never seen it work.

Members consider an additional Paper the Clerk had circulated to Members which stated some high end cost estimates to keep the works in house.

A Member was of the opinion that the report was heavily loaded to sway the Members to vote in favour of outsourcing due to their perceived belief that the Clerk and Operations Manager are unable to manage the staff.

A Member stated that the task of the meeting was to discuss the site specifications and levels of maintenance included etc and not the finance aspect of it yet, as the site specifications will be used by staff even whether the grounds are in house or outsourced.

No further discussions or comments were made regarding the content of the site specifications and no feedback or input in relation to the documentation was given by members on the documentation completed so far.

RESOLVED to note the specifications as a working progress.

The meeting was closed at 8:58pm

Chairman