

## GAINSBOROUGH TOWN COUNCIL

MINUTES of a REMOTE Meeting of the Management and Finance Committee held on Tuesday 21 July 2020 at 7:00pm

**Present:** Councillor Matthew Boles (Chairman)  
Councillor Paul Key  
Councillor Keith Panter  
Councillor Baptiste Velan

**In Attendance:**

Tom Clay	Town Clerk
Rachel Allbones	Deputy Clerk / RFO
Sean Alcock	Operations Manager

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Councillor Harry Clarke  
Councillor Denise Schofield

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

None declared.

**3. MINUTES FROM THE PREVIOUS MEETING (Paper A)**

i. Minutes of the meeting of Management and Finance Committee held Tuesday 9 June 2020

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 9 June 2020 be confirmed and signed as a correct record.

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

**4. RATIFICATION OF EMERGENCY DECISION (Paper B)**

Members considered the ratification the emergency decisions made during the coronavirus pandemic lockdown measures before remote meetings were set up, which were as follows:

- Decision 3/2020: Roses Bowl Club Compound Electrics
- Decision 2/2020: Unpaid Expenditure Transactions

**RESOLVED** to ratify the emergency decisions made during the coronavirus pandemic prior to remote meetings taking place, those being: -

- Decision 3/2020: Roses Bowl Club Compound Electrics
- Decision 2/2020: Unpaid Expenditure Transactions

**5. FINANCIAL REPORTS (Papers C, D & E)**

Committee received and considered the following reports:

- i. Unpaid Expenditure Transactions for 15 July 2020
- ii. Cashbook Summary (including due and unpaid transactions) for 15 July 2020
- iii. Budget Comparison Report (including due and unpaid transactions) for 15 July 2020

**RESOLVED** that Members accept and approve the following reports: -

- Unpaid Expenditure Transactions for 15 July 2020
- Cashbook Summary (including due and unpaid transactions) for 15 July 2020
- Budget Comparison Report (including due and unpaid transactions) for 15 July 2020

**6. MONTHLY BANK RECONCILIATIONS (Papers F, G, H & I)**

Committee considered sign off of the monthly bank reconciliation for the months of March 2020, April 2020, May 2020 and June 2020 as per the paragraph 2.2 in Financial Regulations.

**RESOLVED** to accept and sign off the Bank Reconciliation for 31 March 2020, 30 April 2020, 31 May 2020 and 30 June 2020.

**7. INTERNAL AUDIT (Paper J)**

Committee considered a report and specification relating to the Town Council's internal audit arrangements.

**RESOLVED** to: -

- i. Approve the specification at appendix A;
- ii. Undertake a quote gathering exercise, and;
- iii. Consider the matter again at a future meeting of the Committee.

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

**8. COMPLAINTS (Paper K)**

**RESOLVED** under Standing Order 10.a.xi to exclude the press and public from the meeting in respect of confidential or other information which is prejudicial to the public interest.

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

Note: Councillor Key voted against the above resolution.

Committee received and considered complaints as per the Council's Complaints Policy.

- i. Sandsfield Lane North Play Area

**RESOLVED** that members note the complaint and the action taken in response.

ii. Foxby Hill Allotments

**RESOLVED** that members note the complaint and actions taken by the Community Services Committee, note the fact the Town Council has no authority currently to override a decision taken by the Foxby Hill Allotment Committee and that most of the other matters would be resolved when the allotments returned to Town Council management in April 2021.

iii. Love Lane Allotments

**RESOLVED** that members note the complaint and the actions taken to date.

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

iv. Eudaimonia

Note: Councillor T Davies arrived into the meeting at 7:40pm.

**RESOLVED** that the Town Clerk: -

- Send a 'reminder letter' to all Members of the Code of Conduct and wider expectations of being a Councillor.
- Set up training and encourage all Members to take the opportunity of any training available.
- Send a letter to Eudaimonia, advising of the above and that the Committee were in agreement that the comments were not appropriate and that material considerations should have been focused on.

Meeting concluded at 7.47pm