

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House,
Morton Terrace, Gainsborough on Tuesday 12 February 2013 at 7:00pm

Present: Councillor Paul Key (Chairman)

Councillor Harry Clarke
Councillor David Dobbie
Councillor Lesley Rolling

In Attendance:

Sue Harrison Acting Clerk to the Council
Rachel Allbones Assistant Clerk to the Council

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Noted that Councillor Hughes would be arriving late.

2. MEMBERS' DECLARATIONS OF INTEREST

No declarations were declared.

3. MINUTES

i. Meeting of Management and Finance Committee Tuesday 8 January 2013

RESOLVED on proposal by Councillor Dobbie, seconded by Councillor Key that the minutes of the Management and Finance Committee meeting held on Tuesday 12 January 2013 be confirmed and signed as a correct record subject to it being noted that there had been a discussion around income received and the Chairman had requested a copy of the income received for the month.

4. RECOMMENDATIONS FROM PERSONNEL COMMITTEE

i. SLCC MEMBERSHIP

The Acting Clerk informed Members that the subscription is a useful tool but not a legal requirement and that either the Clerk or the Council can pay for the subscription. Currently 90% of Members Councils are willing to pay their Clerk's subscription to the society.

Note: Councillor Dinsdale arrived at 7:12pm.

Discussion ensued regarding the benefits of membership which also included supporting membership holders in disciplinary matters.

RESOLVED that more information be circulated to Members in order to study it further, and then brought back to the next meeting.

ii. EXTENSION OF CONTRACT FOR ACTING CLERK

RESOLVED to extend the contract of the Acting Clerk up to the appointment of a new Clerk this to be financed from savings on payroll.

5. **FINANCIAL REPORTS FOR JANUARY 2013** (Papers A (revised), B & C)

Note: Councillor Hughes arrived at 7:36pm.

Members considered and debated at length Papers A (revised), a copy of which was circulated at the meeting, B, and C regarding Unpaid Expenditure Transactions for 12 February 2013, Cashbook Summary (including due and unpaid transactions) for 31 January 2013, and Budget Comparison Report for 31 January 2013.

The Committee formally thanked the Acting Clerk for all the work carried out organising the Christmas lights and requested a breakdown on the money spent for 2012 and an itinerary of what the Council now own.

It was **RESOLVED** to circulate a budget heading list to Members in order for them to see where spend has been allocated.

Discussion ensued with regards to the amount of bridging loan to be requested from West Lindsey District Council in order to help the Council through until the precept is received, and the timescale for requesting the loan.

A Member expressed a view that the request should be made as soon as possible.

RECOMMENDATION to Full Council that an approach be made to West Lindsey District Council requesting an advance of Precept of the necessary sum of money to tide the Council over until receipt of the Precept in April 2013.

Note: Councillor Key requested that he be recorded as voting against the above recommendation.

RESOLVED on proposal by Councillor Rollings, seconded by Councillor Dinsdale that the financial reports for January 2013 be received and approved.

6. **FEES AND CHARGES 2013/2014 & 2014/2015** (Paper D – Allotment Rent Comparison)

A Member updated Committee as to the discussions which had taken place at the Allotment Sub-Committee the previous week. It was noted that Allotment holders must be given 12 months notice of any increase in rent.

Councillor Dobbie proposed increasing the rent to £20 per annum.

Councillor Hughes declared a direct pecuniary interest and left the room at 8:32pm.

The Acting Clerk advised that any Councillor on the Committee with an allotment should leave the meeting.

Councillor Clarke left the room at 8:36pm.

Councillor Dinsdale proposed increasing the rent to £30 per annum

Councillor Key proposed £0.50 per week per quarter rood, totalling £26 per year, seconded by Councillor Rollings.

RESOLVED to increase the allotment rents to £26 per quarter rood from 2014/15.

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

7. GAINSBOROUGH DEVELOPMENT TRUST

- i. Offer to gift Gainsborough Town Council the Southern Toll House at Trent Bridge
- ii. Offer of funding towards any project

The Acting Clerk read the email received from the Gainsborough Development Trust following the Committees previous request for the provision of funding to maintain the Southern Toll House in the future.

Following some discussion it was **RESOLVED** to decline the offer to gift the Town Council the Southern Toll House at Trent Bridge.

8. TO CONSIDER FREQUENCY OF MEETINGS FOR 2013 / 2014

The Acting Clerk informed Members that she had placed this item on the agenda for discussion and to consider the merit of moving to six weekly cycle of meetings.

Members raised concerns due to the current financial state of the Council and the need to meet regularly.

RESOLVED to keep to monthly meetings at this time but to review the frequency again once the Council is financially stable.

9. LEASE TO LINCOLNSHIRE COUNTY COUNCIL RELATING TO PARTS OF RICHMOND HOUSE FOR USE BY THE REGISTRAR

The Acting Clerk informed Members that the lease with the County Council in respect of the use of parts of Richmond House by the Registrar had expired in 2011. In addition the Town Council should have been recharging the County Council for utility usage but this had been over looked. Following a recent meeting with the County Council the Acting Clerk had advised them of the intention to recharge for this year and possibly the previous year also. The County Council had advised of their intention to redecorate the hallway in the near future, and to provide additional heating.

Note: Councillor Dinsdale left the meeting at 8:58pm.

RESOLVED i) to note the update regarding the lease to Lincolnshire County Council relating to the use of parts of Richmond House by the Registrar, ii) to put an item on the next agenda to receive the report on the repairs required to be undertaken to the house.

10. TO AGREE CODE OF PRACTICE FOR HANDLING COMPLAINTS REGARDING ADMINISTRATION OR PROCEDURES (Paper E)

Members received the report detailing a Complaints Procedure draft.

RESOLVED to accept Paper E as the Code of Practice for Handling Complaints subject to it being amended in order for Complaints to be referred to the Management and Finance Committee if they can not be resolved by Officers.

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

11. TO CONSIDER THE PROVISION OF AN INTERNAL AUDIT SERVICE FOR 2013 (Paper F)

The Acting Clerk advised that a quotation had been provided by Audit Lincolnshire to provide an Internal Audit facility to follow on from the extensive work already carried out. The Audit would be carried out quarterly with 1.5 days per audit, either supplied for a single year or multi-year basis.

Members were of the view that it would be sensible for LCC to undertake the Audit in view of their close working relationship during 2012. The Acting Clerk undertook to clarify the situation regarding the previous appointment of Internal Auditors.

RESOLVED to accept the quotation from Audit Lincolnshire subject to clarifying the situation regarding the previous appointment of Internal Auditors

Note: Councillor Dobbie abstained from the above resolution.

12. UPDATE REGARDING COUNCIL TAX CAPPING FOR PARISH AND TOWN COUNCILS AND THE LOCAL GOVERNMENT FINANCE SETTLEMENT (Papers G & H)

RESOLVED to note the updates in Papers G & H.

13. EXCLUSION OF PRESS AND PUBLIC

RESOLVED to exclude the Public and Press under Standing Order 1E.

14. TO CONSIDER OVERPAYMENT / UNDERPAYMENT ISSUES – 2011/12 (Paper I)

The Acting Clerk informed Members that following the recent Audit over and under payments in the salaries of a number of employees had been brought to light from the 2011/12 financial year.

Following some discussion it was **RESOLVED** to request the Acting Clerk to resolve all outstanding issues and to action any over / under payments out for current employees.

Note: Councillor Key requested that he be recorded as voting against the above resolution.

The meeting concluded at 9:30pm

Chairman