

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 15 March 2016 at 7:00pm

Present: Councillor Paul Key (Chairman)
Councillor Matthew Boles (ex-officio)
Councillor Harry Clarke
Councillor Barry Coward (ex-officio)
Councillor Richard Craig
Councillor Tim Davies
Councillor David Dobbie
Councillor Sally Loates
Councillor Ashley Perraton-Williams

In Attendance:

Matthew Gleadell	Clerk to the Council
Rachel Allbones	Deputy Clerk to the Council / RFO
Sean Alcock	Operations Manager
Emma Redwood	HR Advisor

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

None received.

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

Councillor Boles declared a non pecuniary interest in agenda item 10 as the owner of skip hire company is a friend and as a Member on West Lindsey District Council.
Councillor Key declared a non pecuniary interest in agenda item 10 as a WLDC employee.
Councillor Key declared a non pecuniary interest in agenda item 15 as a friend of the person who he rent a property on Ropery Road off.

3. MINUTES (Paper A)

- i. Minutes of the meeting of Management and Finance Committee held Tuesday 19 January 2016, Wednesday 27 January 2016 and Friday 5 February 2016.

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 16 February 2016 be confirmed and signed as a correct record.

4. FINANCIAL REPORTS FOR FEBRUARY & MARCH

- i. Unpaid Expenditure Transactions for 10 March 2016 (Paper B)

Members considered at length Paper B and the revised Paper B.

It was noted that there are currently issues with the electrics and roller shutters at Marshalls main pavilion.

Councillor Key requested it be noted of his displeasure with the facility and was of the view that it needed looking into handing it back to WLDC.

RESOLVED that Members accept the transactions in Revised Paper B - Unpaid Expenditure Transactions for 15 March 2016 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 10 March 2016 (Paper C)

Members considered Paper C and the Revised Paper C

RESOLVED that Members note Revised Paper C - Cashbook Summary (including due and unpaid transactions) for 15 March 2016.

- iii. Budget Comparison Report (including due and unpaid transactions) for 10 March 2016 (Paper D)

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 10 March 2016.

5. **MONTHLY BANK RECONCILIATION SIGN OFF FOR FEBRUARY** (Paper E)

RESOLVED to accept and sign off the Bank Reconciliation for 29 February 2016.

6. **NOTICE BOARDS**

RESOLVED that ward members get together to look at possible locations for the notice boards, then report back to the next meeting.

7. **ID CARDS & NAME BADGES POLICY** (Paper F)

RESOLVED TO RECOMMEND TO FULL COUNCIL to approve and adopt the ID Card & Name Badges Policy.

8. **MOBILE PHONE FOR OPERATIONS MANAGER**

Members were informed a mobile phone contract for the Operations Manager would cost approx £28 per month.

RESOLVED to take out a pay monthly contract for the Operations Manager.

9. **PAYROLL**

Note: Councillor Key declared a non pecuniary interest as a personal friend of the current payroll provider.

Note: Councillor Boles declared a non pecuniary interest as he knows the current payroll provider.

Members were advised that payroll costs for 2016/17 had not been received. It was noted that Officers were very happy with the service the current payroll provider gives.

RESOLVED to stay with the current payroll provide on the proviso that the increase for 2016/17 is no more than 10%.

RESOLVED under Standing Order 14d to alter the order of business and take item 12 next.

12. RICHMOND PARK PLAY AREA TENDER LIST (Paper I)

The Clerk informed Members that he had received an expression of interest to tender from 22 companies.

The Clerk advised that under Finance Regulation 11.1b he had to report to the committee giving details of all responses received. The Clerk advised that he will be inviting all companies to tender.

Members **NOTED** the above.

10. WASTE MANAGEMENT (Paper G)

Note: Members took a break from 8:00pm to 8:07pm in order for the Clerk to find a piece of legislation requested by the Chairman.

RESOLVED under Standing Order 14n to exclude the press and public for the remainder of the agenda.

It was noted that the HR Advisor did not need to leave the meeting.

Members thoroughly discussed paper G.

The Clerk advised that he estimated a saving of approximately £800.00 per annum if the Council move to 1100ltr bins, but advised only a trial period would confirm.

RESOLVED to trial for a period of one year having x4 1100ltr bins at both the General Cemetery and at Richmond Park, and x1 1100ltr bins at both Roses and Marshalls using West Lindsey District Council, on the proviso that there is no upfront costs but just charged per collection.

11. CEMETERY FENCE (Paper K)

Councillor Coward requested that a definitive map be checked to ensure it is not a public right of way that will be blocked off.

RESOLVED TO RECOMMEND TO FULL COUNCIL to accept Option B to fence off the access point to the Cemetery from Pingle Hill, and to accept the quotation received from ADB Builders.

13. GROUNDS MAINTENANCE & CLEANING STAFF RESTRUCTURE

The Clerk and HR Advisor gave a brief history of issues and they both have with the current grounds staff structure.

The HR Advisor did stress to Members that working through a restructure of grounds staff does not mean Officers are pre-empting any decision with regards to outsourcing, the restructure will work alongside the outsource tendering in order for it to be in place if Council decide down the line not to outsource.

RESOLVED that the HR Advisor work with the Clerk and Operations Manager to put together a grounds and cleaning staff structure proposal and bring back to the next meeting.

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

14. OUTSOURCING OF GROUNDS MAINTENANCE

The Clerk informed Members that he had been investigating the costs of using a consultant to manage the tender process. The Clerk advised he is not qualified to deal with it himself. He advised he had received one quote of £60,000.00. The Clerk also highlighted an alternative option to consider being using the Lincolnshire Grounds Maintenance matrix under which tendering and due diligence had already been carried out. The Clerk explained he required guidance on where members wanted him to focus his attention. The Clerk advised that he did feel he could get a cheaper quote for managing the tender process and estimated £20,000.00.

RESOLVED to request the Clerk to study the proposal from Lincolnshire Procurement and report back on the benefits of that option, also explore the option of Lincolnshire Procurement with WLDC.

Note: Councillor Key voted against the above resolution.

15. LOVE LANE GARAGES (Paper J)

The Clerk gave a brief recap of the discussions from the last meeting which progressed to the current paper and detail therein.

Members had varied views on ways to progress with the issue of structures / garages and the safety of them.

RESOLVED to in the first instance ask if Thonock and Somerby Estates would like the garage plots back to look into possible selling off the land. Also give the Clerk authority if Thonock and Somerby Estates refuse to have the garage land back to enter into negotiations with Thonock and Somerby Estates to see what would be acceptable to them.

Note: Councillor Clarke voted against the above resolution.

The meeting closed at 9.21pm