

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 16 December 2014 at 6:30pm

Present: Councillor Paul Key (Chairman)

Councillor Matthew Boles
Councillor Barry Coward
Councillor Richard Craig
Councillor Vaughan Hughes

In Attendance:

Mathew Gleadell	Clerk to the Council
Rachel Allbones	Deputy Clerk to the Council
Jonathan Coles	Football Development Officer

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Lesley Rollings
Councillor David Dobbie

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

None received.

3. MINUTES

i. Minutes of the meeting of Management and Finance Committee held Tuesday 18 November 2014

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 18 November 2014 be confirmed and signed as a correct record.

RESOLVED under Standing Order 14d to vary the order of business and taken item 14 next followed by item 6.

14. DISABILITY FOOTBALL AT ROSES AWP

Members considered a request from the Football Development Officer for use of All Weather Pitch at Roses on a subsidised basis to support a Disability Football initiative.

RESOLVED to support the disability football initiative start up as a hub in Gainsborough and provide the AWP for 1 hour a week from October 2014 to the end of the financial year at no cost.

Note: The Football Development Officer left the meeting.

6. 2015 / 2016 BUDGET PROPOSALS (Paper E)

Members received the proposed budget for 2015 / 2016.

It was noted that note money was allocated in the grants budget.

RESOLVED TO RECOMMEND TO FULL COUNCIL to earmark in reserves £7,500 for budget allocation for 2015/16.

RESOLVED TO RECOMMEND TO FULL COUNCIL to approve the proposed budget for 2015 / 2016.

Note: A vote of thanks was given to the RFO and Clerk for their work on the budget proposals.

Note: The Clerk left the meeting.

4. FINANCIAL REPORTS FOR NOVEMBER & DECEMBER (Papers A, B and C)

i. Unpaid Expenditure Transactions for 9 December 2014 (Paper A)

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

RESOLVED that Members accept the transactions in Paper A revised - Unpaid Expenditure Transactions for 16 December 2014 for payment.

ii. Cashbook Summary (including due and unpaid transactions) for 9 December 2014 (Paper B)

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

RESOLVED that Members note Paper B revised - Cashbook Summary (including due and unpaid transactions) for 16 December 2014.

iii. Budget Comparison Report (including due and unpaid transactions) for 12 November 2014 (Paper C)

RESOLVED that Members note Paper C Budget Comparison Report (including due and unpaid transactions) for 9 December 2014.

5. MONTHLY BANK RECONCILIATION SIGN OFF FOR NOVEMBER (Paper D)

RESOLVED to accept and sign off the Bank Reconciliation for 30 November 2014.

7. MEMBERS EXPENSES AND ALLOWANCES (Paper F)

Members considered advice received from NALC in respect of claim for legal expenses by a Member.

Note: Councillor Boles declared a non pecuniary interest as he was involved in discussions that led to solicitor involvement.

A Member advised that legal advice was sought and the advice should be followed.

RESOLVED TO RECOMMEND TO FULL COUNCIL that having considered all advice received recommend that a budget virement be made to reimburse a Member for legal expenses.

Note: Councillors Hughes and Coward abstained from voting on the above resolution.

8. OFFICE TELEPHONES (Paper G)

Members considered the need for new office telephones and quotes received.

RESOLVED TO RECOMMEND TO FULL COUNCIL that the Panasonic KX-TG8066 from Ligo be purchased and a budget virement be made for £164.98 from the elections budget to office telephone budget.

9. FEES AND CHARGES (Paper H)

Note: Councillor Hughes declared a pecuniary interest as an allotment holder on Love Lane and left the meeting at 8:03pm..

Members considered fees and charges for allotments and garage space rent for 2016 / 2017.

RESOLVED that no increase in charges be made for 2016 / 2017.

Note: Councillor Hughes returned to the meeting at 8:06pm.

10. SUBSIDENCE INSURANCE COVER (Paper I)

Members considered a quote received for subsidence cover for all buildings.

RESOLVED TO RECOMMEND TO FULL COUNCIL that a budget virement be made for £142.17 from the elections budget to the insurance budget to cover subsidence cover for all buildings until the insurance renewal.

11. BUSINESS INTERRUPTION INSURANCE COVER (Paper J)

Members considered a quote received for Business Interruption insurance.

RESOLVED TO RECOMMEND TO FULL COUNCIL that a budget virement be made for £80.90 from the elections budget to the insurance budget to cover 24 months business interruption insurance until the insurance renewal.

12. EMPLOYEE USE OF WORK VEHICLES (Paper K)

Members considered a draft employees use of work vehicle policy.

Members were of the view that it was too descriptive, needed breaking down into two separate policies and for Members also to be able to use the vehicles.

RESOLVED to refer the policy to the Standing Order and Structure and Functions Working Group to enable further discussion.

13. FOXBY HILL ALLOTMENTS PADLOCKS (Paper L)

Members considered Paper L and payment arrangements for an unauthorised order.

Councillor Key proposed that the Council do not pay the invoice and Jacksons will have to sort the matter out themselves.

Councillor Coward proposed an amendment that the Council reject the current invoice issued by Jacksons as they did not follow procedures, but in the view that locks and keys are necessary the Council are prepared for the Clerk to issue a PO in order for Jacksons to issue an invoice following procedures, and write to Jacksons and the Secretaries reminding them of the procedures they must follow. seconded by Councillor Hughes.

A vote on the amendment was taken: -

For: 2 Members

Against: 3 Members

Proposed amendment FAILED.

A vote on the original proposal was taken: -

For: 3 Members

Against: Councillors Hughes and Coward (it was requested that it be noted).

The original proposal was **RESOLVED** that the Council do not pay the invoice and Jacksons will have to sort the matter out themselves.

15. GRAVE KERBING APPLICATION (Paper M)

Members considered a Grave Kerbing application for Cemetery.

RESOLVED to inform the stone masons that the Committee decline the application to erect a double kerb set but the family can apply for 2 single kerb sets.

16. ROSES AND MARSHALLS CLEANING CONTRACT

The Deputy Clerk informed Members that ISS have advised the Clerk on the cleaners current salaries.

RESOLVED to defer until the next meeting the matter until ISS have sent their employees full Terms and Conditions of employment.

The meeting was closed at 8:58pm

Chairman