

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 16 February 2016 at 7:00pm

Present: Councillor Paul Key (Chairman)
Councillor Matthew Boles (ex-officio)
Councillor Richard Craig
Councillor Tim Davies
Councillor Sally Loates

In Attendance:

Rachel Allbones Deputy Clerk to the Council / RFO
Sean Alcock Operations Manager

Also Present: Councillor Sharon Hopkinson
x1 Member of the public

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Barry Coward
Councillor David Dobbie
Councillor Ashley Perraton-Williams

RESOLVED to accept the apologies received and reasons given.

Note: Councillor Craig advised he would be leaving the meeting at 8:20pm.

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 7 as knows owner of skip hire company
Councillor Key declared a non pecuniary interest in agenda item 7 as a WLDC employee

3. MINUTES (Papers A, B & C)

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 19 January 2016, Wednesday 27 January 2016 and Friday 5 February 2016 be confirmed and signed as a correct record, subject to it being noted that Councillor Boles was not present at the meeting of 27 January 2016.

Note: Councillors Boles & Craig abstained from voting on the above resolution.

4. FINANCIAL REPORTS FOR JANUARY & FEBRUARY

i. Unpaid Expenditure Transactions for 10 February 2016 (Paper D)

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

RESOLVED that Members accept the transactions in Revised Paper D - Unpaid Expenditure Transactions for 16 February 2016 for payment.

ii. Cashbook Summary (including due and unpaid transactions) for 10 February 2016 (Paper E)

Members considered Paper E and the Revised Paper E

RESOLVED that Members note Revised Paper E - Cashbook Summary (including due and unpaid transactions) for 16 February 2016.

iii. Budget Comparison Report (including due and unpaid transactions) for 10 February 2016 (Paper F)

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

5. MONTHLY BANK RECONCILIATION SIGN OFF FOR JANUARY (Paper G)

RESOLVED to accept and sign off the Bank Reconciliation for 31 January 2016.

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

14. BUDGETS FOR ALLOTMENTS

RESOLVED to suspend Standing Order in order for the Chairman to allow Michelle Nicholson to speak.

Michelle Nicholson advised that she attended the Community Services Committee on 9 February regarding the refused request to increase the height of the gates at the Spital Hill Allotment site.

Some Member were of the view that allotments are under the remit of Community Services Committee and can not overturn a decision they have made.

Michelle Nicholson advised that she was just seeking support of the Management and Finance Committee in order to not loose the unspent allotments budgets.

RESOLVED to reinstate Standing Orders.

Members were advised that unspent budget can be earmarked in order to be carried over to the next financial year.

RESOLVED to earmark any unspent allotments maintenance budgets at the year end in order for it to be carried over to 2016/17.

RESOLVED under Standing Order 14n, to exclude public and press for the next few items as they deal with quotations and personnel issues.

Note: Councillor Hopkinson and x1 Member of the public left the meeting.

6. NOTICE BOARDS (Paper F)

Members considered the purchase of new notice boards.

A Member was against purchasing notice boards as it takes up to much staff time constantly changing papers.

The Deputy Clerk questioned if boards were purchased where Members would want them located and who would change the notices.

It was suggested that Members could change the notices over each week.

The Operations Manager questioned about installation of notice boards and as the poles will need to be sunk into the ground and there may be issues with gas, electric, water etc.

RESOLVED to purchase x3 8 x A4 notice boards from The Notice Board Company at a cost of £2,046, locations and installation to be discussed at the next meeting.

Note: Councillor Boles voted against the resolution.

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

7. WASTE MANAGEMENT (Paper G)

RESOLVED to defer the item to the next meeting.

8. ID BADGES (Paper H)

Members considered the quotations received to purchase name badges for Councillors.

RESOLVED to accept the quotation from Recognition Express at a cost of £105.15 for 17 name badges.

Note: Councillor Craig left the meeting at 8:20pm.

9. STAFFING STRUCTURE

Members considered the requirement for seasonal ground maintenance staff.

RESOLVED that the two current seasonal staff contracts be renewed from 1 April 2016 up to 30 September 2016 working an average of a 40 hour working week.

RESOLVED under Standing Order 14 d to alter the order of business to take item 11 next.

11. CEMETERY FENCE (Paper K)

RESOLVED to defer until the next meeting in order for Members to undertake a site visit.

RESOLVED to come out of closed session and invite the public and press back to the meeting.

Note: X1 Member of the public returned to the meeting.

10. FEES & CHARGES (Paper J)

Members considered fees and charges for 2016/2017 financial year and 2017/2018 financial year.

RESOLVED to leave sports grounds fee the same for 2016/2017.

RESOLVED to leave the allotments and garage rents the same for 2017/2018.

RESOLVED to amend the cemetery fees for 2016/2017 to the attached - please see appendix A.

12. STAFF ASSISTANCE WITH GAINSBOROUGH IN BLOOM (Paper L)

Members considered the nature and extent of staff assistance with Gainsborough in Bloom work across the town (if any).

Members were of the view that the Council should reduce the level of assistance we currently offer Gainsborough In Bloom in order to firstly keep on top of our own sites first and foremost.

RESOLVED that the Operations Manager and the Chair of Personnel Committee meet with Gainsborough in Bloom to see what support, if any, they require from the Council this year. Then the Operations Manager works out set schedules and plans that is workable for the grounds maintenance team and safe to carry out.

13. SOCIAL MEDIA POLICY (Paper M)

RESOLVED TO RECOMMEND TO FULL COUNCIL to adopt the Social Media Policy.

The meeting closed at 9.21pm