

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 16 May 2017 at 7:00pm

**Present:** Councillor Richard Craig (Chairman)  
Councillor Matthew Boles (ex-officio)  
Councillor Harry Clarke  
Councillor Dennis Dannatt  
Councillor Paul Key  
Councillor Sally Loates (ex-officio)

**In Attendance:**

Matthew Gleadell Clerk to the Council  
Rachel Allbones Deputy Clerk to the Council  
Sean Alcock Operations Manager

**1. APOLOGIES FOR ABSENCE AND REASONS GIVEN**

Councillor David Dobbie

**RESOLVED** to accept the apologies received and reasons given.

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

None

**3. MINUTES (Papers A & B)**

i. Minutes of the meeting of Management and Finance Committee held Tuesday 18 April 2017

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 18 April 2017 be confirmed and signed as a correct record.

ii. Minutes of the meeting of Management and Finance Committee held Tuesday 6 May 2017

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 6 May 2017 be confirmed and signed as a correct record.

**4. FINANCIAL REPORTS FOR APRIL & MAY 2017**

i. Unpaid Expenditure Transactions for 10 May 2017 (Paper C)

Members considered at length Paper C & paper C revised.

Councillor Key questioned what the cost for recruitment was, and was advised that it was the external recruitment process for the grounds maintenance restructure. Councillor Key was not happy that he was not kept informed of the recruitment process.

Councillor Key questioned where the Richmond House electricity breakdown report was. The Deputy Clerk advised the full breakdown for 2016/17 was on page 7 of the April budget comparison report.

**RESOLVED** that Members accept the transactions in Paper B and Paper B revised - Unpaid Expenditure Transactions for 10 May 2017.

ii. Cashbook Summary (including due and unpaid transactions) for 10 May 2017 (Paper D)

Members considered Paper D.

**RESOLVED** that Members note Paper D - Cashbook Summary (including due and unpaid transactions) for 10 May 2017.

iii. Budget Comparison Report (including due and unpaid transactions) for 10 May 2017 (Paper E)

**RESOLVED** that Members note Paper E Budget Comparison Report (including due and unpaid transactions) for 10 May 2017.

**5. MONTHLY BANK RECONCILIATION SIGN OFF FOR MARCH & APRIL (Papers F & G)**

**RESOLVED** to accept and sign off the Bank Reconciliation for 31 March 2017.

**RESOLVED** to accept and sign off the Bank Reconciliation for 30 April 2017.

**6. YEAR END ACCOUNTS 31st MARCH 2017 (Paper H)**

Members considered the Papers for the year end accounts for 31 March 2017.

**RESOLVED to RECOMMEND TO FULL COUNCIL** to approve the year end accounts for 31 March 2017

**PAPER H** – Balance Sheet

**PAPER H1** – Trial Balance

**PAPER H2** – Income & Expenditure Account

**PAPER H3** – Income and Expenditure Figures by Budget Heading

**PAPER H4** – Section 2 of the Annual Return 2016/17

7. **BOWLS CLUB LEASE** (Paper I)

**RESOLVED** under Standing Order 14n to exclude the Press and Public for the following item.

The Clerk gave members an overview of the lease arrangements. Cllr. Boles also confirmed his views based on his meeting with the bowls clubs. There was a general consensus that the clubs are being extremely well looked after by the Council but that in times of austerity the clubs will need to do more themselves.

**RESOLVED** to issue both Rose Leisure Bowls and Marshalls Bowls with 3 year leases with a 2 year break clause, with a 10% rent increase and the legal cost of providing the lease be put on the clubs. The new lease is to impose a slightly lesser standard of maintenance and the Clerk is to prepare the wording for the maintenance levels of the greens to be included in the Lease.

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

**RESOLVED** to come out of closed session.

8. **MARSHALLS BOWLS BOILER** (Paper J)

**RESOLVED** to defer the item until further quotes have been received.

9. **COMMUNICATIONS WORKING GROUP & WAR MEMORIAL WORKING GROUP REMIT**  
(Paper K)

Members considered the proposed remit for working groups. A few amendments were made as a member of the committee asked that the Clerk & Deputy Clerk are not to be ex-officio members of a working group.

**RESOLVED to RECOMMEND TO FULL COUNCIL** to accept the amended remits for the Communications Working Group and War Memorial Working Group.

10. **CCTV** (Paper L)

Note: Councillor Loates left the meeting.

**RESOLVED** under Standing Order 14n to exclude the Press and Public for the following item.

Members considered CCTV proposals for Roses and Marshalls CCTV.

**RESOLVED** to accept the quotations from WLDC to install CCTV at Roses and Marshalls, and install a new phone line and fibre connection at the Marshalls site. Funds to be taken from earmarked reserves and budgeted for from next year.

**RESOLVED** to come out of closed session.

**11. CEMETERY COMPLAINT (Paper M)**

**RESOLVED** under Standing Order 14d to alter the order of business and move item 11 to the end.

**12. CEMETERY DRAINAGE**

The Clerk informed Members of correspondence receive to terminate drainage right from the General Cemetery.

Note: Councillor Loates returned to the meeting.

**RESOLVED to RECOMMEND TO FULL COUNCIL** to create a budget of £1,000 from General Reserves and authorise in consultation with the Chairman a spending of up to £1,000 to have a drainage report produced.

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

**13. SHOWFIELDS ALLOTMENTS WALL**

The Clerk reported that the wall on Showfield Allotments which neighbours gardens on Gainas Avenue is in need for urgent repairs. The Clerk advised that to date only one quote had been received.

**RESOLVED** to defer the issue until further quotes have been received.

**14. GENERATOR (Paper N)**

**RESOLVED** under Standing Order 14n to exclude the Press and Public for the following item.

Members considered the purchase of a generator to replace existing broken generator and quotations received.

**RESOLVED** to accept the quotation received from HireBase for a generator and trolley at a cost of £864.00 + VAT

**11. CEMETERY COMPLAINT (Paper M)**

Members of staff were requested to leave the meeting.

Members of staff returned to the meeting.

The Chairman informed Members of staff that Councillor Loates would speak with the complainant.

**RESOLVED** under Standing Order 1 (u) to extend the meeting past 9:30pm.

The Chairman asked the Operations Manager how things operate at the Cemetery, who was present on the occasions concerned and to run through his version of events.

The Operations explained to Members who is present in the cemetery of funeral days, who has what role and recollected his version of the days events.

Meeting closed at 9.52pm