

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 17 December 2019 at 7:00pm

**Present:** Councillor Chris Lambie  
Councillor Keith Panter - ex officio  
Councillor Lesley Rollings  
Councillor Denise Schofield  
Councillor Baptiste Velan

**In Attendance:**

Rachel Allbones Deputy Clerk / RFO  
Sean Alcock Operations Manager

**Also Present:** Councillor Paul Key

Due to neither the Chairman or Vice Chairman being present at the meeting, nominations were requested for a Member to preside at the meeting.

**RESOLVED** that Councillor Rollings be the Chairman for the meeting.

**1. APOLOGIES FOR ABSENCE**

Councillor Matt Boles - ex officio  
Councillor Richard Craig  
Councillor David Dobbie

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

Councillor Velan declared a pecuniary interest in agenda item 11 as he had submitted a quotation.

**3. MINUTES FROM THE PREVIOUS MEETING (Paper A)**

i. Minutes of the meeting of Management and Finance Committee held Wednesday 20 November 2019

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Wednesday 20 November be confirmed and signed as a correct record.

**RESOLVED** under Standing Order 10.a.vi to alter the order of business and take item 7 next.

**7. 2020 / 2021 DRAFT BUDGET (Paper G)**

The RFO produced a budget with a precept increase of 7.45%, an increase of £48,860, £7.91 per Band D property per year.

Councillor Key provided ways of making further savings.

Members were of the view that a 7.45% increase in one year was too steep. Members were asked to look at further ways to reduce the precept and feed through to the RFO.

**RESOLVED TO RECOMMEND TO FULL COUNCIL** to approve a precept with a 2% increase, monetary terms £503,150. An increase of £22,010. The RFO will revised the budget paper accordingly for the Full Council meeting.

Note: Councillor Key left the meeting at 7.31pm

**4. FINANCIAL REPORTS FOR NOVEMBER & DECEMBER 2019**

**i. Unpaid Expenditure Transactions for 12 December 2019 (Paper B)**

Members considered at length Paper B & Paper B Revised.

**RESOLVED** that Members accept the transactions in Paper B Revised – Unpaid Expenditure Transactions for 17 December 2019.

**ii. Cashbook Summary (including due and unpaid transactions) for 12 December 2019 (Paper C)**

Members considered Paper C.

**RESOLVED** that Members note Paper C - Cashbook Summary (including due and unpaid transactions) for 12 December 2019.

**iii. Budget Comparison Report (including due and unpaid transactions) for 12 December 2019 (Paper D)**

Members considered Paper D.

**RESOLVED** that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 12 December 2019.

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

**RESOLVED** to accept and sign off the Bank Reconciliation for 30 November 2019.

**6. COMPLAINTS (Paper F – not issued)**

No complaints received.

**8. POLICY REVIEW (Paper H)**

To consider policy recommendations from Policy Working Group in relation to new policies for adoption

- ✓ Councillor Vacancy (Co-option) Policy
- ✓ Volunteer Policy
- ✓ Councillor / Employee Protocol
- ✓ Public Participation at Meetings Policy
- ✓ Anti-Fraud & Corruption Policy
- ✓ Confidential Reporting Policy

**RESOLVED TO RECOMMEND TO FULL COUNCIL** to adopt the below policies: -

- ✓ Councillor Vacancy (Co-option) Policy
- ✓ Volunteer Policy
- ✓ Councillor / Employee Protocol
- ✓ Public Participation at Meetings Policy
- ✓ Anti-Fraud & Corruption Policy
- ✓ Confidential Reporting Policy

**9. ROSES SPORTS GROUND SUB-LEASE (Paper I)**

The formal Underlease of Roses Sports Ground to Gainsborough Trinity Foundation was still being finalised by solicitors.

**10. GENERAL CEMETERY EXTENSION MEMORIAL TESTING (Paper J)**

**RESOLVED** under Standing Order 10.a.xi to exclude the press and public from the meeting in respect of confidential or other information which is prejudicial to the public interest.

Members considered a quotation received to lay down 31 memorials identified as an imminent risk of failure following the first phase of testing.

**RESOLVED TO RECOMMEND TO FULL COUNCIL** to create a budget of £775 from General Reserves to lay down 31 memorials in the General Cemetery extension identified as an imminent risk of failure following the first phase of testing, and accept the quotation received from Retford Memorials.

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

Note: Councillor Velan left the meeting at 8.28pm.

**11. IT STRATEGY & GDPR COMPLIANCE (Paper K)**

Members considered quotations received for new IT equipment and email accounts.

**RESOLVED TO RECOMMEND TO FULL COUNCIL** to: -

- Create a budget virement of £4,000 from General Reserves to Computer Maintenance
- Consider quotations received from F5 Computing and Lincoln IT Solutions for new IT equipment, and determine which company to appoint
- Agreed to use Office 365 for Officer and Councillor emails with a new domain of Gainsborough.gov.uk or Gainsboroughtc.co.uk if a government domain is rejected.

Note: Councillor Rollings abstained on voting on the above resolution.

The meeting concluded at 8.43pm