

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 17 July 2018 at 7:00pm

Present: Councillor Harry Clarke
Councillor Paul Key
Councillor Keith Panter

In Attendance:

Matthew Gleadell Clerk to the Council

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Richard Craig
Councillor Matt Boles (no reason given)
Councillor David Dobbie
Councillor Steven Ward

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

Councillor Paul Key declared a non-pecuniary interest in Agenda item 17

3. MINUTES (Papers A & B)

i. Minutes of the meeting of Management and Finance Committee held Tuesday 16 January 2018

RESOLVED to defer the minutes as confirmation of item 14 had not yet been provided by Councillor Richard Craig.

ii. Minutes of the meeting of Management and Finance Committee held Tuesday 19 June 2018

Councillor Key was unhappy with certain wording within the minutes. As only Councillor Key and Councillor Clarke were in attendance at the meeting and who had also attended the previous meeting to which the minutes related it was agreed to defer the minutes for adoption at this meeting.

RESOLVED to defer the minutes until the next meeting.

4. FINANCIAL REPORTS FOR JUNE & JULY 2018

i. Unpaid Expenditure Transactions for 11 July 2018 (Paper C)

Members considered at length Paper C, and Paper C revised.

RESOLVED that Members accept the transactions in Paper C revised – Unpaid Expenditure Transactions for 17 July 2018.

- ii. Cashbook Summary (including due and unpaid transactions) for 11 July 2018

Members considered Paper D.

RESOLVED that Members note Paper D - Cashbook Summary (including due and unpaid transactions) for 11 July 2018.

- iii. Budget Comparison Report (including due and unpaid transactions) for 11 July 2018 (Paper E)

RESOLVED that Members note Paper E Budget Comparison Report (including due and unpaid transactions) for 11 July 2018.

5. MONTHLY BANK RECONCILIATION SIGN OFF FOR JUNE (Paper F)

RESOLVED to accept and sign off the Bank Reconciliation for 30 June 2018.

6. COMPLAINTS (Paper G)

- i. Members noted the complaint regarding an issue at the General Cemetery.

Members received input from the Operations Manager and the Clerk in relation to the issue.

Members were of the view that the issues that had been highlighted were only of a temporary nature and that all works to the grave had been approved by Council in accordance with its own policy and procedures and that the complainant is very welcome to make application to have their own bench should they wish to do so.

RESOLVED to allow the Clerk to write a letter to the complainant responding accordingly.

- ii. Members noted correspondence received from a neighbour to the allotments at the Old Showfields and noted that the matter had now been resolved.

- iii. Members considered a complaint regarding lack of consumables such as hand wash and toilet paper in external toilets at Richmond Park. Members noted that staff had deliberately not stocked this due to ongoing vandalism and misuse. It was noted that there was a forthcoming meeting to consider anti-social behaviour on the Park and that the complainant be contacted to be advised of the meeting and explain that the matter is a concern and the Council is hoping to find a solution in due course.

7. INTERNAL AUDIT REPORT (Paper H)

Members considered the Internal Audit Report and report from the Clerk which accompanied it.

The report following careful review and consideration by members was noted.

RESOLVED that Members reviewed and noted the Internal Audit Report.

8. 3 YEAR ROLLING PROJECT PLAN (Paper I)

Members considered the draft project plan. Members noted the plan was fluid in nature and would evolve and change as time progresses.

Members were concerned that other Committees may have the ability to add items to the plan without being mindful of any cost implications. Members were assured that this could not happen and that any projects should go through the appropriate budgeting processes.

Members requested a large board in the Councils meeting room so that they could follow projects when attending meetings and use it to make amendments and changes as necessary when the matter is being considered at committee meetings.

RESOLVED to note the plan and ask Officers to investigate creating a project board for Members to follow in the Council meeting room.

RESOLVED under Standing Order 14d to alter the order of the Agenda and take item 17 next.

17. GRASS VERGES

Members were of the view that grass verges are the responsibility of Lincolnshire County Council. Members did not feel that the Town Council should not be picking up the bill for the grass verges.

It was confirmed to members it was in their remit to decide at this stage to abandon any further consideration of the Town Council taking on the cutting of the grass verges. Members noted this and felt that if other members did not agree with their decision that they seek to bring the matter back to Council for further consideration.

RESOLVED that the Town Council does not undertake any grass cutting works to grass verges.

9. LEISURE LEAGUES (Paper J)

After careful consideration of the request Members considered that in line with precedent and the risk of opening floodgates for other similar requests that the discount request be declined at this stage.

RESOLVED to decline the request and ask the Clerk to respond accordingly.

10. CEMETERY DRAINAGE (Paper K)

Members considered the correspondence received and the position in relation to the drainage. Members were of the view that a septic tank would be the most appropriate way forward and agreed the staff could be permitted to seek quotes to obtain and install a septic tank accordingly.

It was noted that other works for which quotes had been obtained were no longer appropriate because of the position in relation of the septic tank and therefore alternative quotes for different works would now be sought.

RESOLVED to seek quotes for septic and appropriate connected works.

11. MARSHALLS DITCH DREDGING WORKS (Paper L)

Members considered the quotes obtained and felt that the costs were significant. Members were also unhappy with the County Council insistence upon the need for extensive traffic management.

A Member suggested that the dyke be culverted to assist with road safety.

RESOLVED to seek quotes for culverting the dyke and bring back to members in due course.

12. TRAILER (Paper M)

RESOLVED to undertake repairs to trailer as per quote obtained.

13. RICHMOND PARK TROUGH (Paper N)

RESOLVED to carry out repair works to trough as per quote received.

RESOLVED to extend the meeting from 9.30pm to 10.00 pm

14. GROUNDS MAINTENANCE MACHINERY (Paper O)

RESOLVED to seek quotes for new machinery as necessary and bring back to members in due course.

15. RICHMOND HOUSE OUTBUILDINGS (Paper P)

RESOLVED to instruct Officers to obtain quotes for carrying out repairs to building and bring back to members in due course.

16. ANNUAL EMERGENCY LIGHT TESTING (Paper Q)

RESOLVED to instruct A Price Electrical to carry out necessary remedial works.