

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House,
Morton Terrace, Gainsborough on Tuesday 17 March 2015 at 6:34pm

Present: Councillor Paul Key (Chairman)

Councillor Matthew Boles
Councillor Richard Craig

In Attendance:

Rachel Allbones Deputy Clerk to the Council

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Barry Coward
Councillor David Dobbie
Councillor Vaughan Hughes
Councillor Lesley Rollings

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 Boles declared a non pecuniary interest in agenda item 8 as he knew the owner of the business.

Councillor Key declared a non pecuniary interest in agenda item 7 as he knew the owner of the business.

3. MINUTES (Paper A)

- i. Minutes of the meeting of Management and Finance Committee held Tuesday 17 February 2015.

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 17 February 2015 be confirmed and signed as a correct record.

Note: Members made an observation that they felt the resolution from item 9 had been contravened by the Personnel Committee the previous night.

4. FINANCIAL REPORTS FOR FEBRUARY & MARCH

- i. Unpaid Expenditure Transactions for 11 March 2015 (Paper B)

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

RESOLVED that Members accept the transactions in Paper B revised - Unpaid Expenditure Transactions for 17 March 2015 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 11 March 2015 (Paper C)

Members considered Paper C and the revised Paper C.

RESOLVED that Members note Paper C revised - Cashbook Summary (including due and unpaid transactions) for 17 March 2015.

- iii. Budget Comparison Report (including due and unpaid transactions) for 11 March 2015 (Paper D)

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 11 March 2015.

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

RESOLVED to accept and sign off the Bank Reconciliation for 28 February 2015.

It was noted by Members that two outstanding cheques were from 2012. The Deputy Clerk also informed Members that cheque number 103379 would not be used now due to how the Councils alarm systems work.

RESOLVED to write off the following cheques 102556 (from Sept 2012), 102643 (from Nov 2012) and 103379 (from Dec 2014).

6. EMPLOYEE USE OF WORK VEHICLES (Papers F & F1)

Members considered draft policies 'Policy on use of work vehicles by staff members' and 'Use of Work Vehicles by Councillors and Staff for Personal Domestic Use'.

Members requested that it be made clear that the charges for use included fuel.

RESOLVED to RECOMMEND TO FULL COUNCIL to approve the 'Policy on Use of Work Vehicles by Staff Members' and 'Use of Work Vehicles by Councillors and Staff for Personal Domestic Use' (with the inclusion that fuel is included in the charges).

7. PAYROLL SERVICES

Members considered appointment of accountants to undertake payroll services for 2015 / 2016.

Members were advised that the current payroll provider will increase their charge from £90 per quarter to £100 per quarter.

RESOLVED to reappoint the current accountants to undertake the payroll services for 2015 / 2016, at a charge of £100 per quarter.

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

8. LOVE LANE ALLOTMENTS SKIP HIRE

Members considered the request for an additional skip over and above annual entitlement.

RESOLVED to use £80 from Love Lane Allotments Boundary Maintenance for a skip hire.

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

9. CEMETERY BURIAL FEES (Paper G)

Members considered a request for reduction on burial charges.

RESOLVED that the fees for burial charges stand, and Members decided that no reduction in fees would be granted.

10. STANDING ORDERS (Paper H)

Members reviewed Standing Order no. 1d.

RESOLVED to RECOMMEND TO FULL COUNCIL to amend the wording from 'weekend' to 'Sunday' in standing order 1d as per the LGA 1974 Section 243 (1).

11. DATA PROTECTION (Paper I)

Members reviewed the draft Data Protection policy.

RESOLVED TO RECOMMEND TO FULL COUNCIL that the Data Protection Policy be approved and adopted.

12. STRUCTURE AND FUNCTIONS (Paper J & J1)

Members reviewed the Structure and Functions policy, and the notes received from the Clerk.

RESOLVED to RECOMMEND TO FULL COUNCIL to amend the Structure and Functions Policy as follows: -

1.1a be amended to read 'To adopt the Standing Orders and any subsequent changes'.

1.1m be amended to read 'To adopt a members allowance scheme'

2.1e be amended to read 'Grants to the Council from external bodies'

3.1o new line to read 'Community grant allocations'

4.1c be amended to read 'To consider matters relating to Tree Preservation Orders and act or respond accordingly'

4.1e be amended to read 'To consider other matters relating to the built and rural environment and act accordingly or make recommendations to the Council'

4.1f be amended to read 'Consider quarterly reports received from the Town Plan WG in respect of spatial planning and submit appropriate feedback'

6 that the Allotments Sub-Committee be a sub-committee and not a working group.

Members agreed to leave the reference to the Personnel Committee for another meeting.

13. TREE WORKS (Paper K & L)

Members considered quotations received for tree works at the General Cemetery and Roses Sports Ground.

RESOLVED that the Operation Manager be asked to have the quotation received for the Cemetery broken down in order for Members to see the actual cost of the 5 lime trees, and to try and source 2 further quotes.

RESOLVED to arrange a site visit in order to look at the Roses trees and to try and source 2 further quotations for the work.

The meeting was closed at 7:52pm

Chairman