

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 17 November 2015 at 7:00pm

Present: Councillor Paul Key (Chairman)
Councillor Harry Clarke
Councillor Richard Craig
Councillor Tim Davies
Councillor David Dobbie
Councillor Matthew Boles (Ex-officio)

In Attendance:

Matthew Gleadell Clerk to the Council
Rachel Allbones Deputy Clerk to the Council / RFO
Sean Alcock Operation Manager

Also Present: Councillor Michael Hopper

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Sally Loates
Councillor Ashley Perraton-Williams

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 Dobbie declared a non pecuniary interest in agenda item 7 as he is a friend of Neil Rodgers .
Councillor Davies declared a non pecuniary interest in agenda item 7 as he is a friend of Neil Rodgers .
Councillor Boles declared a non pecuniary interest in agenda item 10 as he personally knows both contractors that quoted.

3. MINUTES (Papers A & B)

- i. Minutes of the meeting of Management and Finance Committee held Tuesday 20 October 2015.

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 20 October 2015 be confirmed and signed as a correct record.

4. FINANCIAL REPORTS FOR OCTOBER & NOVEMBER

- i. Unpaid Expenditure Transactions for 15 October 2015 (Paper B)

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

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

- ii. Cashbook Summary (including due and unpaid transactions) for 12 November 2015 (Paper C)

Members considered Paper C and the Revised Paper C

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

- iii. Budget Comparison Report (including due and unpaid transactions) for 12 November 2015 (Paper D)

Note: Councillor Dobbie raised concerns that some budgets are not being spent.

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 12 November 2015.

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

RESOLVED to accept and sign off the Bank Reconciliation for 31 October 2015.

6. GROUNDS MAINTENANCE SPECIFICATIONS (Paper F)

RESOLVED to note the specifications for Richmond park subject to it being amended that hedge cuts are amended to 3 times per year and that a play area inspection spec will be included..

7. SILVER STREET SCULPTURE

Members considered the quotation received for repair works to sculpture and discussed if matter should be dealt with internally or by way of insurance claim.

It was noted that the repairs are in budget.

RESOLVED to accept the quotation received and to pay for the repair works internally and not through an insurance claim.

Note: Councillor key voted against the above resolution.

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

8. INTERNAL AUDIT (Paper G)

Members reviewed the Draft Internal Audit Report and was advised that the formal report would be at the next meeting once received from Audit Lincolnshire.

RESOLVED to include Rota for Internal Checks on the first M&F agenda each civic year.

RESOLVED to note the draft Internal Audit Report.

9. VAT

The Clerk advised members of the need to undertake a professional review of VAT affairs following changes highlighted by recent training undertaken by the RFO.

Members considered commissioning a professional review of Town Council VAT affairs.

RESOLVED TO RECOMMEND TO FULL COUNCIL to create a budget virement of £1,000 from Member IT Facilities to new VAT budget in order for Elysian Associates to carry out a professional review of the Councils VAT affairs.

10. MARSHALLS INTERNAL LIGHTING (Paper H)

Members considered internal lighting arrangements for Marshalls Sports Pavilion.

Members were advised that the sensors for the internal lighting are broken and out of warranty which means internal lights are constantly on and incurring a high energy usage. The choices are to replace the sensors or replace all switches with manual light switches, this would need approval from WLDC before works could be carried out.

RESOLVED TO RECOMMEND TO FULL COUNCIL to accept A Bannon Electrical quotation and make a budget virements of £125 from Member IT Facilities and £500 from Member DBS checks to Marshalls Pavilion Maintenance to allow for the work to be undertaken subject to consent from West Lindsey District Council.

11. WASTE MANAGEMENT

Members considered waste management arrangements for the Council.

The Clerk advised that he would provide a report to the January meeting to review current spending and possible alternative options.

12. MARSHALLS SPORTS GROUND

Members considered the future of Marshalls Sports Ground in terms of Council custodianship and costs associated thereto.

Members concerns were noted with regards to the cost of the site. The Clerk advised that he is in the process of getting quotes to install simple water heaters.

A member stated that the Council needs a plan to move forward as economically as possible and in a way that supports the wide community use of the site.

The meeting closed at 9.21pm