

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 18 February 2014 at 7:00pm

Present: Councillor Paul Key (Chairman)

Councillor Matthew Boles
Councillor Richard Craig
Councillor Vaughan Hughes

In Attendance:

Matthew Gleadell Clerk to the Council
Rachel Allbones Deputy Clerk / Responsible Finance Officer

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Norman Dinsdale
Councillor Lesley Rollings

RESOLVED to accept the apologies and reasons given.

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

No declarations were made.

3. MINUTES

i. Minutes of the meeting of Management and Finance Committee held Tuesday 21 January 2014

Note: Councillor David Dobbie arrived at the meeting at 7:05pm.

A Member requested that it be included in the minutes that the Mayor discussed the conversation she had with the Gainsborough Independents Group regarding Christmas Lights.

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 21 January 2014 be confirmed and signed as a correct record, subject to the inclusion a note being included that the Mayor informed Members of the conversation she had with the Gainsborough Independents Group regarding Christmas Lights.

4. FINANCIAL REPORTS FOR JANUARY 2014 / FEBRUARY 2014 (Papers A, A (revised), B, B (revised) & C)

Members considered and debated at length Papers A regarding Unpaid Expenditure Transactions for 12 February 2014, A revised regarding Unpaid Expenditure Transactions for 18 February 2014, B Cashbook Summary (including due and unpaid transactions) for 12 February 2014, B revised Cashbook Summary (including due and unpaid transactions) for 18 February 2014 and C Budget Comparison Report (including due and unpaid transactions) for 12 February 2014.

A Member questioned if the unspent monies budgeted for the refurbishment of the cemetery toilets and bus shelters could be earmarked in the reserves to spend alongside next year's budget. Members were advised that this is possible.

RESOLVED to accept and approved the following Papers: - A revised regarding Unpaid Expenditure Transactions for 18 February 2014, B revised Cashbook Summary (including due and unpaid transactions) for 18 February 2014 and C Budget Comparison Report (including due and unpaid transactions) for 12 February 2014.

5. GAINSBOROUGH INDEPENDENTS GROUP (Paper D)

Members discussed the letter received from Gainsborough Independents Group regarding provision of Christmas lights.

A Member was of the view that a Christmas Lights Working Group should be reinstated in order for locals to have their say.

Members felt unable to comment on the letter as they were not involved in the conversation and were of the view that as it was the Mayor that had had the conversation with members of the Independents Group she should respond to the letter.

RESOLVED that the Mayor be asked to respond to the letter received from Gainsborough Independents Group.

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

6. Q3 INTERNAL AUDIT REPORT (Paper E)

Members considered Paper E.

A Member raised concerns regarding the make up of the Town Plan Steering Group as there were 3 members of staff and only 2 Councillors on the group.

RESOLVED to RECOMMEND TO FULL COUNCIL to ask for one more Member to sit on the Town Plan Steering Group.

Discussion regarding the resolution passed by Management and Finance Committee to carry out spot checks ensued, and a Member would put together a schedule for Members to carry out said checks.

7. EQUALITY AND DIVERSITY POLICY (Paper F)

Members reviewed the Council's existing Equality and Diversity Policy and various amendments were made in order to make it specific for Gainsborough Town Council.

RESOLVED to RECOMMEND TO FULL COUNCIL to adopt the revised Equal Opportunities Policy.

8. NO SMOKING POLICY (Papers F & G)

Members considered the revised No Smoking Policy.

RESOLVED to RECOMMEND TO FULL COUNCIL to adopt the revised No Smoking Policy.

9. PAYROLL SERVICES

Members considered appointment of ABC Accounting Services to undertake payroll services for 2014 / 2015.

Members felt that to be open and transparent they would approach 3 additional firms and bring quotations back to the next meeting for further discussion.

RESOLVED to approach 3 additional firms that carry out payroll and bring quotations back to the next meeting for further discussion.

The meeting was closed at 9:05pm

Chairman