

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 21 January 2020 at 7:00pm

**Present:** Councillor Matt Boles - ex officio (Chairman)

Councillor Paul Key  
Councillor Chris Lambie  
Councillor Denise Schofield

**In Attendance:**

Tom Clay	Town Clerk
Rachel Allbones	Deputy Clerk / RFO
Sean Alcock	Operations Manager

**1. APOLOGIES FOR ABSENCE**

Councillor Harry Clarke  
Councillor David Dobbie  
Councillor Keith Panter  
Councillor Baptiste Velan

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

None declared.

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

i. Minutes of the meeting of Management and Finance Committee held Tuesday 21 January 2020

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 21 January 2020 be confirmed and signed as a correct record.

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

**4. FINANCIAL REPORTS FOR JANUARY & FEBRUARY 2020**

i. Unpaid Expenditure Transactions for 13 February 2020 (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 18 February 2020.

- ii. Cashbook Summary (including due and unpaid transactions) for 13 February 2020 (Paper C)

Members considered Paper C.

**RESOLVED** that Members note Paper C - Cashbook Summary (including due and unpaid transactions) for 13 February 2020.

- iii. Budget Comparison Report (including due and unpaid transactions) for 13 February 2020 (Paper D)

Members considered Paper D.

**RESOLVED** that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 13 February 2020.

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

**RESOLVED** to accept and sign off the Bank Reconciliation for 31 January 2020.

**6. COMPLAINTS (Paper F)**

Members NOTED the report.

**7. COUNCILLOR KEY MOTION (Paper G)**

Members considered aspects of Councillor Key's motion to Full Council: -

- i. GTC Office premises and future of GTC at Richmond House

The Clerk advised he had spoken with WLDC regarding the lease of Richmond House who had advised there is no break clause in the lease. WLDC did however have a genuine desire to assist in the maintenance and upkeep of the house, but not financial.

**RESOLVED** to no longer consider the matter of looking for alternative premises for the Town Council due to there being no break clause in the 99 year lease with West Lindsey District Council for Richmond House & Park.

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

- ii. GTC Staff Structure (attached)

The Clerk advised that following the last meeting, documents had been located and passed to Councillor Key, however not in the format in which was stated at the last meeting.

Members were keen to maintain the staffing levels even though Roses Sports Grounds was being sub-let.

**RESOLVED** to maintain the current staff structure and staffing levels.

Note: Councillor Key voted against the above resolution.

**8. GENERAL CEMETERY MEMORIALS (Paper H)**

Members noted the report of failed memorials following testing, and noted that going forward Community Services have the responsibility to deal with the 'management and maintenance of burial grounds' as per Structure & Functions.

**9. FEES AND CHARGES (Paper I)**

Members reviewed fees and charges for Council services and noted the increase in grave digging charges from April 2020 from the current grave digging provider.

**RESOLVED** for the Operations Manager to obtain quotations for grave digging services.

Note: Councillor Boles left the meeting at 7.55pm and Councillor Key took the Chair.

i. Cemetery

**RESOLVED** to: -

- No longer offer 25 years exclusive right of burial
- Increase 50 years exclusive right of burial from £375 to £450
- No longer offer 75 years exclusive right of burial
- Increase 99 years exclusive right of burial from £525 to £600
- Increase 25 year cremated remain exclusive right of burial from £150 to £225
- Increase Extra spoils removal from £140 to £160
- Increase full body exhumation from £2,500 to £2,750
- Increase cremated remains exhumation from £300 to £350

ii. Sports Grounds

**RESOLVED** to increase the charge for a senior cricket pitch from £40.50 to £44.50

**RESOLVED** under Standing Order 3z to agree to exceed the maximum intended length of a meeting (2 hours).

iii. Allotments & Garage Spaces

**RESOLVED** to increase Allotment rents for 2021/22 from £27 per plot to £28 per plot, and from £54 per large plot to £56 per large plot.

**RESOLVED** to defer the review of the garage space rent until the next meeting.

**10. MARSHALLS BOWLS CLUB LEASE (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 arrangements for the renewal of the Marshalls bowls club lease.

**RESOLVED** that: -

- a new five-year lease be entered into with Marshalls Bowls Club encompassing the area set out at appendix A of Paper J;
- there be the possibility of a break at the end of the third year;
- an initial cost of £1,200.00 per annum be set, with an option to review annually and;
- the Town Clerk be instructed to develop a draft of the new lease for members to consider.

**11. PARISH AGREEMENT HIGHWAY VERGE CUTTING SCHEME 2020-21** (Paper K)

Members considered quotations received for the highway verge cutting for the 2020/21 season.

**RESOLVED TO RECOMMEND TO FULL COUNCIL** to accept the quotation from Continental Landscapes for 10 cuts of the highway verges for 2020, additional funds to be taken from General Reserves.

**12. DEBTOR REPORT** (Paper L)

Members considered current outstanding debtors.

**RESOLVED** to accept the recommendation and write off the debts as set out and suspend the debtors from future use of Town Council facilities.

**13. ASSET REGISTER AND BUILDING VALUATIONS**

Members considered a quotation received to carry out insurance valuations on all Town Council buildings.

**RESOLVED TO RECOMMEND TO FULL COUNCIL** to make a virement of £1,100 from the General Fund Reserve to Valuations (2060/3) to carry out insurance reinstatement costs for building on the following sites, Roses, Marshalls, Levellings, General Cemetery and Richmond Park, and accept the quotation from Drewery and Wheeldon.

The meeting concluded at 9.34pm