

## GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 18 June 2013 at 7:00pm

**Present:** Councillor Paul Key (Chairman)

Councillor Matthew Boles  
Councillor Vaughan Hughes  
Councillor Lesley Rollings

**In Attendance:**

Matthew Gleadell Clerk to the Council  
Rachel Allbones Assistant Clerk to the Council

**Also in Attendance:** Councillor John Butler  
Mr Simon Nicholson (Spital Hill Allotment Secretary)  
Mrs Michelle Nicholson

**1. APOLOGIES FOR ABSENCE AND REASONS GIVEN**

Councillor Richard Craig  
Councillor Norman Dinsdale

**RESOLVED** to receive the apologies for absence and accept the reasons given.

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

Councillor Hughes declared a non pecuniary interest in agenda items 5 & 10 as an allotment holder.

Councillor Boles declared a non pecuniary interest in agenda item 10i as a friend of the owner of Gainsborough Skip Hire.

Councillor Key declared a non pecuniary interest in agenda item 5 as a friend of Mr Nicholson.

Councillor Rollings declared a non pecuniary interest in agenda item 5 as a friend of Mr Nicholson.

**3. MINUTES**

i. Minutes of the meeting of Management and Finance Committee held Tuesday 21 May 2013

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 21 May 2013 be confirmed and signed as a correct record subject to it being noted that Councillor Key questioned if the flail mower purchased in 2006 on the fixed asset register would be suitable to cut Aisby walk.

**4. TO DISPOSE OF BUSINESS, IF ANY, REMAINING FROM THE LAST MEETING**

i. Item 6 – Trees at Marshalls Sports Ground

The Clerk informed Members of 2 quotations received to fell 2 trees at Marshalls Sports Ground and leave the risings on site.

**RESOLVED** to defer until the next meeting in order to try and obtain another quotation and allow the Clerk chance to discuss the matter the Health & Safety adviser.

**5. TO RECEIVE A PRESENTATION FROM MR S NICHOLSON, SPITAL HILL ALLOTMENTS SECRETARY, REGARDING ALLOTMENT RENTS**

Mr Nicholson informed Members of the background and why he was at the meeting giving a presentation, advising that plot holders have questioned what the Council intend to do with the 53% increase in rents for 2014/15 as a large amount of the maintenance on sites are carried out by the plot holders at their own expense.

Mr Nicholson proposed that Council should ring fence any surplus rents from allotments and use them each year on a major project for one site on a rolling program.

Mr Nicholson suggested that possible projects could be a metal gate to increase security at Spital Hill, a lawnmower for site maintenance at Showfields, a mobile CCTV device to be rotated around each site with supporting signage to deter any vandalism.

Members thanked Mr Nicholson for his time and efforts at Spital Hill allotments.

Councillor Key suggested calling an extraordinary meeting to solely discuss the matters raised.

**RESOLVED** to hold an Extraordinary Management and Finance meeting in the near future to solely discuss the matters raised.

**6. FINANCIAL REPORTS FOR MAY / JUNE 2013** (Papers A, A (revised), B, B (revised) & C)

Members considered and debated at length Papers A regarding Unpaid Expenditure Transactions for 12 June 2013, A revised regarding Unpaid Expenditure Transactions for 18 June 2013, B Cashbook Summary (including due and unpaid transactions) for 12 June 2013, B revised Cashbook Summary (including due and unpaid transactions) for 18 June 2013 and C Budget Comparison Report (including due and unpaid transactions) for 17 June 2013

It was noted that the Council could possibly carry out their own water temperature testing.

**RESOLVED** to accept and approved the following Papers A revised regarding Unpaid Expenditure Transactions for 18 June 2013, B revised Cashbook Summary (including due and unpaid transactions) for 18 June 2013 and C Budget Comparison Report (including due and unpaid transactions) for 17 June 2013.

**7. REJUVENATION OF THE ALL WEATHER PITCH AT ROSES SPORTS GROUND** (Paper E)

The Clerk had spoken with Officers at West Lindsey District Council but is still awaiting a response regarding the sinking fund. The Football Foundation have advised though that they can consider reclaiming the grant award to West Lindsey District Council if they have retained a sinking fund as they have breached the Terms and Conditions of the grant.

**8. REQUEST FROM RESIDENTS OF PINGLE CLOSE FOR A MAJOR PRUNE OF TREES ON THE WESTERN BOUNDARY OF THE GENERAL CEMETERY**

The Clerk summarised an email received from a resident of Pingle Close regarding the over hanging trees from the General Cemetery. Members were informed that the Health and Safety Adviser had carried out a risk assessment for members of staff and the residents.

The Clerk advised that there was no legal duty to carry out any pruning of the trees. The trees were there before the houses were built and residents do have the right to cut back any over hanging trees and throw back over to the Cemetery. Clerk highlighted concerns that by agreeing to do the work requested it would set a precedent for other property owners who may require similar work doing at considerable cost.

**RESOLVED** to pollard the trees staff at low level using Town Council as a good will gesture in the autumn when there aren't any green leaves on the trees.

**9. CUTTING OF AISBY WALK PLAYING FIELD (Paper E)**

The Clerk advised that Aisby Walk was again in need of attention. He advised that if the whole area was cut down to a respectable length then the grounds staff would be able to use the Ransomes machine, predominately used at Roses and Marshalls, to keep on top of it.

A discussion took place where different options were brought forward i.e. hiring in a rough cut mower for a week or using a sub-contractor.

Councillor Key proposed to delegate to the Clerk to see if Mr Sinnott cut the whole of Aisby Walk site for no more than £500, seconded by Councillor Hughes.

Councillor Rollings proposed an amendment to delegate to the Clerk to explore the most cost effective way of cutting the grass.

The amendment was voted upon first with the vote as follows: -

3 votes for and 1 vote against.

**RESOLVED** to delegate to the Clerk to explore the most cost effective way of cutting the grass at Aisby Walk.

**RESOLVED** to under Standing Order vary the order of business to take item 12 on the agenda next.

**12. FIXED ELECTRICAL TESTING**

Members consider the need to undertake Fixed Electrical Testing at all Town Council operated sites.

Members were advised that there is no legal requirement to undertake such testing but must ensure all electrics are safe at all times.

The Clerk had already obtained 2 quotations.

**RESOLVED** to obtain another quotation and to determine the actual number of electric boards on each site and for a quotation to be approved at the next full Council meeting.

Councillor Rollings left the meeting at 8:46pm.

**10. TO RECEIVE AND CONSIDER MOTIONS OR RECOMMENDATIONS**

i. Motion from Councillor Butler

That all allotments under the remit of GTC only receive 3 skips per year per site. If there is an exceptional reason for more than three skips this must go through Management and Finance Committee and must be justified.

The Assistant Clerk informed Members that since April 2012 Officers have given each allotment site an allowance of 2 skips per year. In 2012/13 only 4 skips were used on allotments in total.

Councillor Key requested to include the wording 'up to' in the motion.

**RESOLVED** that all allotments under the remit of GTC only receive up to 3 skips per year per site. If there is an exceptional reason for more than three skips this must go through Management and Finance Committee and must be justified.

Note: Councillor Boles was against the vote as he felt the necessary budget management procedures were already in place.

Cemetery and Richmond Park

This issue arises because we do not recycle, much of the waste that is put in rubbish bins in the cemetery could be recycled i.e. dead flowers should be composted. Cans and bottles etc should also be recycled leaving minimal rubbish to be taken away.

**RESOLVED** to note the statement and to include Recycling as an agenda item on the next Management and Finance Committee meeting.

ii. Motion from Councillor Butler

I would like to propose that we look into just having 2 suppliers for our maintenance program for all our grass cutting equipment.

Work wear can be obtained from the supplier of the above, all other equipment i.e. tools, padlocks etc should be bought from any one of three suppliers Jackson Building Centre, Travis Perkins and Jewson's all locally based in Gainsborough.

Prudent management of supplies should be sanctioned by the Clerk thus minimizing costs.

The Clerk advised that he was already looking into using one set company for equipment maintenance. He advised that Travis Perkins and Jewson's were more building merchants, and the Council already use locally based suppliers.

The Clerk also advised that he would be sanctioning all purchases in order to improve budgetary control.

Councillor Butler requested to withdraw the centre section of his motion.

**RESOLVED** that we look into just having 2 suppliers for our maintenance program for all our grass cutting equipment and that prudent management of supplies should be sanctioned by the Clerk thus minimizing costs.

**11. TO APPROVE THE PURCHASE TO THE LASTEST EDITION OF CHARLES ARNOLD BAKER – LOCAL COUNCIL ADMINISTRATION**

**RESOLVED** to purchase the new 9<sup>th</sup> Edition of the Charles Arnold Baker – Local Council Administration at a cost of £60.

The meeting concluded at 9:19pm

Chairman