

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House,
Morton Terrace, Gainsborough on Tuesday 18 November 2014 at 6:30pm

Present: Councillor Paul Key (Chairman)

Councillor Barry Coward
Councillor Richard Craig
Councillor Vaughan Hughes

In Attendance:

Mathew Gleadell Clerk to the Council
Rachel Allbones Deputy Clerk to the Council

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Lesley Rollings
Councillor David Dobbie

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

None received.

3. MINUTES

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

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 21 October 2014 be confirmed and signed as a correct record.

4. FINANCIAL REPORTS FOR SEPTEMBER & OCTOBER (Papers A, B and C)

i. Unpaid Expenditure Transactions for 12 November 2014 (Paper A)

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

RESOLVED that Members accept the transactions in Paper A revised - Unpaid Expenditure Transactions for 11 November 2014 for payment.

ii. Cashbook Summary (including due and unpaid transactions) for 12 November 2014 (Paper B)

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

RESOLVED that Members note Paper B revised - Cashbook Summary (including due and unpaid transactions) for 11 November 2014.

- iii. Budget Comparison Report (including due and unpaid transactions) for 12 November 2014 (Paper C)

RESOLVED that Members note Paper C Budget Comparison Report (including due and unpaid transactions) for 12 November 2014.

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

RESOLVED to accept and sign off the Bank Reconciliation for 31 October 2014.

6. **TO RECEIVE AND CONSIDER MOTIONS AND / OR RECOMMENDATIONS**

- i. Recommendation received from Land Ownership Working Group (Paper E)

Members discussed Paper E.

RESOLVED that the Council agree the proposal in Paper E and for the Clerk and Leader to approach West Lindsey District Council Officers with methodology for mitigation funds.

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

- ii. Motion received from Councillor Hughes

In my capacity as secretary of Gainsborough in Bloom and also as a Town Councillor I would like to see that the Council ensures that there is a member of the grounds staff based permanently at the Park. The Park is well used and much loved by the Gainsborough public and has previously been a well maintained site with well cared for ornamental gardens. I believe the town deserves the Park to be maintained to a high standard and this can only be achieved with a staff member tending solely to it. I appreciate that the Council will be investigating outsourcing its grounds maintenance however even if the work is outsourced I would still like to see that the specification for the Park includes an operative working full time at the Park.

I so move

It was mentioned that the Council contact the Gainsborough College and see if they will work together with the Council on Richmond Park.

RESOLVED that this Committee notes Councillors Hughes motion and wish to ensure that the standards for 2015 will meet those of 2013.

7. **PHOTOCOPIER** (Papers G & H from September M&F Meeting)

To receive and consider quotations for new photocopier.

RESOLVED to accept the quotation in Paper G from Complete Office Solutions, and purchase the Canon photocopier at a cost of £2,950 with Running Costs Maintenance Contract at 0.5p per b/w copy and 5.0p per colour copy, inclusive of toner, parts, maintenance, and leave to the Clerk to get as much financial return from the old copier.

8. FEES AND CHARGES (Paper F)

Members considered fees and charges for 2015 / 2016.

Sports Grounds

RESOLVED to get rid of the off peak and on peak rates for the pavilion hire and replace with £15 for the first hour and £10 per subsequent our for Marshalls and £10 per hour and £5 per subsequent hour for Roses. All other prices to remain the same.

Cemetery

RESOLVED to remove `stillborn child or aged does not exceed 2 months £27.50` and `Child up to 12 years £242.00` and replace with Under 18 years of age £27.50.

Note: Councillor Key voted against the above resolution.

Registrar

RESOLVED to double the existing charge subject to checking the lease, but Committee is happy to serve notice and draw up a new lease with new charges.

9. MEMBERS ALLOWANCES POLICY REVIEW (Paper G)

Members considered and reviewed the proposed amended policy.

RESOLVED TO RECOMMEND TO FULL COUNCIL to accept the revised Members Allowances Policy.

Note: Councillor Key voted against the above resolution.

10. RISK MANAGEMENT POLICY REVIEW (Paper H)

Members considered and reviewed the policy.

Members were of the view that the following should be amended.

Amend 8) to read `Clerk to gain experience of all grants available and application procedures.`

Remove 11) `Appoint councillor responsible for regular monitoring of location and use of assets.`

RESOLVED TO RECOMMEND TO FULL COUNCIL to accept the Risk Management Policy with the following changes Amend 8) to read `Clerk to gain experience of all grants available and application procedures.` Remove 11) `Appoint councillor responsible for regular monitoring of location and use of assets.`

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

11. RICHMOND PARK SHELTER

The Clerk updated Members with regards to the shelter. He explained that the insurers had now approved a quote from Nigel Sutton and are happy to settle the claim. The Clerk explained that the work may not be complete until early spring as there is a lead time on the brick order and concern about laying bricks when there is a chance of a frost.

RESOLVED to proceed with the claim and arrange for the work to be undertaken as soon as possible.

12. HICKMAN BACON MEMORIAL PARK FOOTPATH

Members considered repairs to Footpath adjacent to the dog walk at Levellings in 9 separate areas.

RESOLVED that the Clerk obtains another quotation and the Committee give authorisation for the Clerk to spend up to £4,000 on path repairs at Levellings, and obtain quotations to re-tarmac the full length of the footpath.

13. GAINSBOROUGH CHRISTMAS DAY LUNCH COMMITTEE (Paper I)

Members considered the request for funding from Gainsborough Christmas Day Lunch Committee.

RESOLVED TO RECOMMEND TO FULL COUNCIL to transfer £250 from Election to the grants budget to be awarded to the Gainsborough Christmas Day Lunch Committee.

14. 2015 / 2016 BUDGET PROPOSALS

Members were asked to provide items which they would like budget provision for in 2015 / 2016.

RESOLVED that under Standing Order 14s the meeting can extend to 10:00pm.

A discussion took place.

RESOLVED to include in the 2015 / 2016 budget money for Councillor Child Welfare Training, Councillor DBS Checks, Occupational Health Budget, £1,000 for the Town Plan and £1,000 for newsletter circulation.

The meeting was closed at 9:43pm

Chairman