

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 18 October 2016 at 7:05pm

Present: Councillor Matthew Boles (Chairman)

Councillor Paul Key
Councillor Doris Turrell

In Attendance:

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

Also Present: Councillor Tim Davies

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Richard Craig
Councillor David Dobbie
Councillor Sally Loates advised would be late
Councillor Kenneth Woolley advised would be late

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 Boles declared a non pecuniary interest in agenda item 6 as a Trustee of the Gainsborough Trinity Foundation.

3. MINUTES (Paper A)

- i. Minutes of the meeting of Management and Finance Committee held Tuesday 20 September 2016

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 20 September 2016 be confirmed and signed as a correct record.

4. FINANCIAL REPORTS FOR SEPTEMBER & OCTOBER 2016

- i. Unpaid Expenditure Transactions for 12 October 2016 (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 18 October 2016 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 12 October 2016 (Paper C)

Members considered Paper C and the Revised Paper C.

RESOLVED that Members note Paper C - Cashbook Summary (including due and unpaid transactions) for 18 October 2016.

- iii. Budget Comparison Report (including due and unpaid transactions) for 12 October 2016 (Paper D)

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 12 October 2016.

5. **MONTHLY BANK RECONCILIATION SIGN OFF FOR SEPTEMBER** (Paper F)

RESOLVED to accept and sign off the Bank Reconciliation for 30 September 2016.

6. **FOOTBALL DEVELOPMENT OFFICER** (Paper G)

RESOLVED to defer the item until later in the meeting.

7. **LEASE OF FORD TRANSIT TIPPER**

RESOLVED to defer until after the Grounds Staff Restructure Working Group meeting.

8. **RISK MANAGEMENT SCHEDULE** (Paper H)

Members considered the updated and revised risk management schedule.

The Clerk advised he would produce a report from an officer point of view and highlight any areas for concern for the next meeting. But urged Members to read through the document and bring to the attention of the next meeting any areas for concern.

9. **CHRISTMAS LIGHTS** (Paper I)

Note: Councillors Loates and Woolley arrived at the meeting at 7:45pm.

Members received update from Clerk regarding new Trinity Street lights, advising that Lincolnshire County Council would not allow Christmas lights to be placed on the street lights.

Members were unhappy with LCC decision when Church Street / Market Street was approved last year to hold Christmas light on the lighting columns..

RESOLVED that the Clerk will draft a letter to Lincolnshire County Council for Members to sign, and members are encouraged to get the Independents of Gainsborough, Marshalls Yard, Trinity Action Group and the South West Action Group to send letter of complaint to LCC.

RESOLVED to under Standing Order 14n exclude public and press to suspend Standing Order 34c in order for visiting members to remain in the meeting.

Members considered quotes received for Christmas Lights Installation.

RESOLVED to accept the quotation received from R&E Electrical for the main Christmas light installation.

RESOLVED to reinstate Standing Order 34c and to also allow press and public back in to the meeting.

10. SAFEGUARDING (Paper J)

Members considered new safeguarding policy's for the Council. Councillor Turrell advised that she could provide a flowchart to go along with the policies.

RESOLVED to defer until the next meeting in order for Members to thoroughly digest the content of the policies and for Councillor Turrell to forward the flow chart to the Clerk.

11. CONSULTATION ON LOCAL GOVERNMENT SETTLEMENT SCHEME (Paper K)

Members considered and reviewed the Consultation document alongside response from Skegness Town Council.

RESOLVED to adopt the Skegness Town Council response to the consultation and contact Department for Communities and Local Government accordingly.

12. SLABS

Members considered the request from an employee to purchase reclaimed slabs which were removed from old petanque court during development of Richmond Park play area.

RESOLVED that the Clerk contact WLDC, being the landlord, in the first instance to see if the slabs can be sold and report back.

13. BUDGET (Paper L)

Members NOTED progress of the draft budget for 2017/2018 financial year.

The Clerk advised he would do a budget workshop for Members to fully understand the budget before approval at Full Council in January if it was the wish of Members.

14. HR (Paper M)

Note: Councillor Boles declared a non pecuniary interest as a West Lindsey District Councillor.

Note: Councillor Key declared a non pecuniary interest as a West Lindsey District Council employee.

RESOLVED to under Standing Order 14n exclude public and press to suspend Standing Order 34c in order for visiting members to remain in the meeting.

Members considered and reviewed the HR service from West Lindsey District Council.

RESOLVED that the Clerk, Mayor and Leader attend a formal performance monitoring meeting with WLDC in accordance with the contract and that the matter be reviewed again in 3 months time to see if the service has improved.

15. RECOMMENDATION FROM ALLOTMENTS SUB COMMITTEE

RESOLVED to RECOMMEND TO MANAGEMENT AND FINANCE COMMITTEE that the Council's structure and functions is amended to allow for the role of Chair and Vice Chair of the Allotments Sub Committee be held by Allotment Secretaries.

RESOLVED that the Council's structure and functions is amended to allow for the role of Chair and Vice Chair of the Allotments Sub Committee be held by Allotment Secretaries and to review in May 2017 to see if this is still a requirement.

RESOLVED under Standing Order 14d to alter the order of business and take item 17 next.

17. RECOMMENDATION FROM COMMUNITY SERVICES COMMITTEE (Paper O)

RESOLVED to RECOMMEND TO MANAGEMENT AND FINANCE COMMITTEE that the Council's structure and functions is amended to include the remit for the Remembrance Sunday & Armed Forces Day Working Group.

RESOLVED that the Council's structure and functions is amended to include the remit for the Remembrance Sunday & Armed Forces Day Working Group.

16. RECOMMENDATION FROM COMMUNITY SERVICES COMMITTEE (Paper N)

RESOLVED to under Standing Order 14n exclude public and press to suspend Standing Order 34c in order for visiting members to remain in the meeting.

Members considered the recommendation from Community Services regarding the Sports Development Consultant.

RESOLVED to terminate the contract with Dave Carter Associates - 3 months notice to be given and the Clerk to organise a handover programme within the 3 month notice period.

6. FOOTBALL DEVELOPMENT OFFICER (Paper G)

Members considered updated proposals from Gainsborough Trinity Foundation to look at joint funding of a football/sport related coach/development officer.

The Clerk advised that Gainsborough Trinity Foundation can put in £4,500 for the first year and a grant application has been sent to WLDC for a grant of up to £8,000.

The Clerk advised that WLDC are keen to support the Town Council in tapping in to larger funding bids.

A member felt that the Gainsborough Trinity Foundation should be contributing further funds to the project in due course. The member was keen to ensure any further funds drawn down that can realistically be transferred to the town Council through the partnership should be so accordingly.

RESOLVED that the Town Council put £18,000 upfront on the proviso that the grant from WLDC is awarded for £8,000 and Gainsborough Trinity Foundation put in £4,500 on a 1 year rolling contract advertised externally. The Personnel Committee will agree the Job Description and manage the process. If the third party funding does not materialise the Management and Finance Committee will review.

The meeting closed at 9.17pm