

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House,
Morton Terrace, Gainsborough on Tuesday 20 January 2015 at 6:30pm

Present: Councillor Paul Key (Chairman)

Councillor Matthew Boles
Councillor Barry Coward
Councillor Richard Craig

In Attendance:

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

Also in Attendance: 1 Member of the Public

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

No apologies received.

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 16 December 2014

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 16 December 2014 be confirmed and signed as a correct record.

Note: Councillors Lesley Rollings and Vaughan Hughes arrived at the meeting at 6:36pm.

4. FINANCIAL REPORTS FOR DECEMBER & JANUARY (Papers A, B, C & C1)

- i. Unpaid Expenditure Transactions for 14 January 2015 (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 20 January 2015 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 14 January 2015 (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 20 January 2015.

- iii. Budget Comparison Report (including due and unpaid transactions) for 14 January 2015 (Paper C)

RESOLVED that Members note Paper C Budget Comparison Report (including due and unpaid transactions) for 14 January 2015.

- iv. Budget Forecast Summary (Paper C1)

RESOLVED that Members note Paper C1 Budget Forecast Summary for January 2015.

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

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

6. EMPLOYEE USE OF WORK VEHICLES

The Clerk informed Members that he had not had the opportunity to re-look at the policy but asked Members to advise him of their thoughts confirmed at the previous meeting which the Clerk had not attended.

Members were of the view that it was too descriptive, needed breaking down into two separate policies dealing with use for work purposes and non work related use and also for Members also to be able to use the vehicles if required.

RESOLVED to defer until the next meeting.

RESOLVED under Standing Order 14d to alter the order of business and move item 7 to the end of the meeting.

8. CEMETERY TREES (Paper G)

RESOLVED under standing Order 14d to defer for 10 minutes as another member of the public was due to arrive.

To consider correspondence received from neighbouring property owner.

9. LEGIONELLAS TESTING QUOTATIONS (Papers H & I)

Members received the Legionella testing quotations for Roses, Marshalls, Richmond Park and Levellings for 2015.

RESOLVED to accept the quotation received from Second Element on a 3 year contract, subject to the Town Council still managing all the sites

10. GRANTS POLICY AND PROCEDURES REVIEW (Papers J, K, L & M)

Members thoroughly studied the grants policy and application form and made necessary amendments.

RESOLVED to **RECOMMEND TO FULL COUNCIL** to accept the revised policy and application form.

8. CEMETERY TREES (Paper G)

Under Standing Order 1f the Chairman adjourned the meeting so as to allow members of the public to address the meeting in relation to the trees at the General Cemetery.

The two Members of the public advised that they are appealing for a serious prune of the trees on all sides to below gutter height. Over the last 10 years the trees have grown higher than ever.

The meeting was reinstated.

Members considered the correspondence received from neighbouring property owners and agreed to undertake a site visit before making any final decisions.

RESOLVED that Members make a site visit on Saturday 31 January at 10.30am and bring back to the next meeting.

Note: The Members of the public left the meeting at 8.19pm.

7. ROSES AND MARSHALLS CLEANING CONTRACT (Paper F)

RESOLVED under Standing Order 14n that press and public be excluded from the meeting due to the personnel issues of the following item.

Members considered contract arrangements following receipt of TUPE information from ISS.

RESOLVED to agree to enter into TUPE consultation with the cleaning staff at Roses and Marshalls.

11. REDEDICATION OF THE RICHMOND PARK SHELTER

Councillor Key suggested outline proposals for an event to rededicate the Richmond Park shelter.

RESOLVED that

- 1) the Committee were happy in principle to hold an event to rededicate the shelter
- 2) £1,300 from the other events budget be set aside for the event
- 3) A working group be set up of Councillors Key, Craig and Dobbie and the Admin Support Officer, Vanessa Lochrie who be responsible for planning and preparing the event.

The meeting was closed at 8:55pm

Chairman