

## GAINSBOROUGH TOWN COUNCIL

MINUTES of an Extraordinary Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 20 November 2018 at 7:00pm

**Present:** Councillor Paul Key (In the Chair)

Councillor Harry Clarke  
Councillor Denise Schofield

**In Attendance:**

Rachel Allbones Deputy Clerk to the Council  
Sean Alcock Operations Manager  
Claire Hill Appointed Clerk to the Council (start date 26<sup>th</sup> November)

**Also Present:** x2 Members of the public

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

Councillor Richard Craig (ex-officio)  
Councillor David Dobbie  
Councillor Steven Ward

**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 Key declared a non-pecuniary interest in agenda item 10 as an LCC Councillor.

**3. MINUTES** (Papers A, B & C)

i. Minutes of the meeting of Management and Finance Committee held Tuesday 16 January 2018

The Deputy Clerk pointed out that Councillor Craig had provided the Chairman with a set of notes but they did not believe they referred to the correct meeting.

**RESOLVED** to defer the minutes of Tuesday 16 January 2018 as confirmation of item 14 had not yet been provided by Councillor Richard Craig.

ii. Minutes of the meeting of Management and Finance Committee held Tuesday 16 October 2018

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 16 October 2018 be confirmed and signed as a correct record.

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

- iii. Minutes of the extraordinary meeting of Management and Finance Committee held Tuesday 30 October 2018

**RESOLVED** that the minutes of the extraordinary Management and Finance Committee meeting held on Tuesday 30 October 2018 be confirmed and signed as a correct record.

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

**RESOLVED** under Standing Order 14d to alter the order of business and take item 10 next.

**10. SHOWFIELD ALLOTMENT WALL** (Paper I)

Councillor Key read out an email received from Katie Gosling of LCC advising that the Town Council have a full repair lease and it is the sole responsibility of the Town Council to maintain.

The Operations Manager advised the top of the wall at 5 Gainas Avenue had been removed to ensure it didn't fall. The residents were happy not to have Heras fencing on the garden side but fencing had been erected on the allotment side in case of any further movement.

**RESOLVED** that the Operations Manager obtain quotations for remedial works on the Showfield Allotment wall for numbers 5, 9 & 13 Gainas Avenue and put on Full Council agenda for approval due to having no budget provision.

Note: 2 Members of the public left the meeting.

**4. FINANCIAL REPORTS FOR OCTOBER & NOVEMBER 2018**

- i. Unpaid Expenditure Transactions for 15 November 2018 (Paper D)

Members considered at length Paper D & Paper D Revised.

**RESOLVED** that Members accept the transactions in Paper D Revised – Unpaid Expenditure Transactions for 20 November 2018.

- ii. Cashbook Summary (including due and unpaid transactions) for 15 November 2018 (Paper E)

Members considered Paper E.

**RESOLVED** that Members note Paper E - Cashbook Summary (including due and unpaid transactions) for 15 November 2018.

- iii. Budget Comparison Report (including due and unpaid transactions) for 15 November 2018 (Paper F)

**RESOLVED** that Members note Paper F Budget Comparison Report (including due and unpaid transactions) for 15 November 2018.

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

**RESOLVED** to accept and sign off the Bank Reconciliation for 31 October 2018.

**6. COMPLAINTS**

i. General Cemetery Toilets

Members noted a complaint received regarding no public toilet facilities provided at the General Cemetery.

ii. Broken Flower Vase & Plaque on grave

Members noted a complaint received regarding a broken flower holder and plaque on a grave. Due to not knowing when the damage had occurred Members agreed not to replace the vase or plaque but offered for staff to fix the current plaque.

**7. INTERNAL AUDIT**

Members considered having one double audit towards the end of the financial year rather than two separate audits, this is due to the audit on November being cancelled due to child illness.

**RESOLVED** that Members are happy for Lincolnshire Audit to carry out a 2 day internal audit in the new year instead of the usual 1 day audits twice a year.

**8. TO RECEIVE RECOMMENDATIONS FROM ALLOTMENTS SUB-COMMITTEE**

i. **RESOLVED** to **RECOMMEND TO MANAGEMENT AND FINANCE COMMITTEE** for the site secretaries to be informed of the complaints received regarding their allotment site.

**RESOLVED** that the Clerk and Councillor Schofield meet with the site secretaries which the complaints relate to and try and mediate between the secretaries and complainants.

ii. **RESOLVED** to **RECOMMEND TO MANAGEMENT AND FINANCE COMMITTEE** not to reimburse the allotment rent, as it does not state in the terms and conditions the Council is obliged to and would set a precedence for other plot holders.

**RESOLVED** not to reimburse the allotment rent of a former North Warren allotment plot holder due to no longer wanting the plot, as it does not state in the terms and conditions the Council is obliged to and would set a precedence for other plot holders.

**9. CEMETERY BURIAL FEES (Paper H)**

**RESOLVED** to allow Claire Hill to remain in the meeting once Standing Order 14n is implemented due to it being prudent for her future role.

**RESOLVED** to under Standing Order 14n exclude press and public from the meeting.

Members consider a request to not pay double fees for a burial due to the deceased having lived in Gainsborough previously.

**RESOLVED** that the Council charge resident fee for the burial due to previously living in the town.

Note: Councillor Clarke voted against the above resolution.

**11. PARISH AGREEMENT HIGHWAY VERGE CUTTING SCHEME 2019-20** (Paper J)

Members considered the request from LCC to join the Parish Agreement scheme for 2019-20 with updated quotations for 2019/20.

**RESOLVED to RECOMMEND TO FULL COUNCIL** to not join the Parish Agreement scheme for 2019-20, cutting the areas of urban highway verge within Gainsborough.

**12. PUBLIC SPACE PROTECTION ORDERS** (Paper K)

Members reviewed the application for a Public Spaces Protection Order (PSPO) under section 59 Anti-Social Behaviour, Crime and Policing Act 2014 to WLDC that did not receive satisfactory consultation response in 2017.

Councillor Key questioned who originally approved applying to WLDC for a PSPO.

**RESOLVED** to contact WLDC to ask for more information on PSPO's.

**13. 2019 / 2020 DRAFT BUDGET** (Paper L)

Members were advised by the Deputy Clerk that the draft budget was still being put together and would hopefully have it to circulate at Full Council before discussion at the next meeting.

**14. DECEMBER MEETING DATE**

**RESOLVED** to change the date of the next meeting to Wednesday 19 December 2018 due to the RFO being unable to attend on Tuesday 18 December.

The meeting concluded at 9.24pm