

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 20 September 2016 at 7:00pm

Present: Councillor Matthew Boles (Chairman)
Councillor Paul Key
Councillor Sally Loates
Councillor Kenneth Woolley (ex-officio)

In Attendance:

Matthew Gleadell Clerk to the Council
Rachel Allbones Deputy Clerk to the Council / RFO
Hannah Lane Football Development Officer

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Harry Clarke
Councillor David Dobbie

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.

Councillor Boles declared a non pecuniary interest in agenda item 9 as a West Lindsey District Councillor.

3. MINUTES (Paper A)

i. Minutes of the meeting of Management and Finance Committee held Tuesday 19 July 2016

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 19 July 2016 be confirmed and signed as a correct record.

RESOLVED to under Standing Order 14d alter the order of business.

7. LEASE OF FORD TRANSIT TIPPER

RESOLVED to defer until the next meeting.

9. LOCAL COUNCIL TAX SUPPORT GRANT (Paper H)

Members considered the budget strategy following likely withdrawal of Council Tax Support Grant of approx £70,000 per annum.

A Member suggested that the Council limit the increase to £1 per month. Members were of the view that the Council need to look at efficiency savings before putting the full amount on the tax payer.

RESOLVED that the Council's strategy be to make efficiency savings but agree to a Council tax rise, and bring up at the next Town Matters meeting with WLDC to gain a full explanation and evidence in order to put a press release together.

10. SEASONAL GROUND STAFF

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

Members considered staffing structural arrangements for seasonal ground staff whose contracts expire on 30th September 2016.

Members were advised that management would not like to see a job share as per last year but one member of staff be retained full time due to the lack of continuation in service last year.

RESOLVED to keep one seasonal employee on for a further 6 months at 37 hours per week, and send to Personnel Committee to sort out selection details.

11. GROUNDS STAFF RESTRUCTURE

Members considered initial considerations for the possibility of staffing restructure and therein staffing levels and management structure.

Members advised that they would like an intense breakdown from the Operations Manager of all sites, work to be carried out, machinery, and staff skills audit.

Members felt that a working group to discuss grounds maintenance would be beneficial in order to piece together a structure around the grounds maintenance needs.

RESOLVED to appoint the Mayor, Leader, Management and Finance Vice Chair, Personnel Chair & Personnel Vice Chair to the Staff Restructure Working Group and for the Clerk to fix a date for discussion to begin.

RESOLVED to allow press and public back into the meeting.

12. ROPERY RANGERS (Paper I)

Members considered a request for reduction in pitch hire fees from Ropery Ranger FC.

Members understood that Levellings did not have a full pavilion and function room as at Roses and Marshalls Sports Ground, however, football teams only pay for the use of pitches and changing facilities which is what is provided at Levellings.

RESOLVED that the Clerk write a letter to Ropery Rangers advising that they would not receive a reducing in pitch fees.

8. RICHMOND PARK PLAY AREA TENDER AUDIT (Paper G)

Members considered the report from the Internal Auditors with regards to the Richmond Park play area tender.

A Member was of the view that Officers deserve the credit for the work carried out on the park.

RESOLVED that Members note the report and consider it an effective exercise, and agree to make the following inclusion into the Financial Regulations: -
11.I Tenders will be scored by a panel of officers and members. For every tender process the Council will appoint a panel which shall consist of no less than 3 individuals and no more than 5 individuals at least one of which must be a council member and one a council officer. Tenders will be scored in accordance with a scoring matrix which must by resolution have been adopted by the Councils Management and Finance Committee. Scores will be reported to the Management and Finance committee who shall make the final award of the contract based on the scores presented to them by the tender scoring panel. The tender scoring panel shall appoint a Chairman from within the panel and scores will be determined by majority vote. The Chairman shall have a casting vote if required.

6. FOOTBALL DEVELOPMENT OFFICER

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

Note: Damon Parkinson arrived at the meeting at 8:15pm.

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

The Football Development Officer and Damon Parkinson (Gainsborough Trinity Foundation) gave a scope for the future with a revised Football Development Plan for Gainsborough.

The Football Development Officer and Damon Parkinson left the meeting at 9:01pm.

RESOLVED that Gainsborough Town Council give positive support in the development and advancement of the role in partnership with Gainsborough Trinity Foundation, and to receive a report back once they had met with WLDC to see if they can support the partnership role in terms of funding.

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

4. FINANCIAL REPORTS FOR JULY, AUGUST & SEPTEMBER 2016

i. Unpaid Expenditure Transactions for 15 September 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 20 September 2016 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 15 September 2016 (Paper C)

Members considered Paper C.

RESOLVED that Members note Paper C - Cashbook Summary (including due and unpaid transactions) for 15 September 2016.

- iii. Budget Comparison Report (including due and unpaid transactions) for 15 September 2016 (Paper D)

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 15 September 2016.

5. MONTHLY BANK RECONCILIATION SIGN OFF FOR JULY & AUGUST (Paper E & F)

RESOLVED to accept and sign off the Bank Reconciliation for 31 July 2016.

RESOLVED to accept and sign off the Bank Reconciliation for 31 August 2016.

The meeting closed at 9.22pm