

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 21 July 2015 at 7:00pm

Present: Councillor Paul Key (Chairman)
Councillor Harry Clarke
Councillor Richard Craig
Councillor Barry Coward (Ex-officio)
Councillor Tim Davies
Councillor David Dobbie
Councillor Sally Loates

In Attendance:

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

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Matthew Boles (Ex-officio)
Councillor Ashley Perraton-Williams

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

No interests were declared.

3. MINUTES (Paper A)

i. Minutes of the meeting of Management and Finance Committee held Tuesday 16 June 2015

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 16 June 2015 be confirmed and signed as a correct record.

4. FINANCIAL REPORTS FOR JUNE & JULY

i. Unpaid Expenditure Transactions for 15 July 2015 (Paper B)

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

Concerns were raised with regards to the maintenance of the Corringham Road roundabout, grave digging and implementing a stock check process for line marker paint.

RESOLVED that Members accept the transactions in Paper B revised - Unpaid Expenditure Transactions for 21 July 2015 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 15 July 2015 (Paper C)

Members considered Paper C and the revised Paper C.

RESOLVED that Members note revised Paper C - Cashbook Summary (including due and unpaid transactions) for 21 July 2015.

- iii. Budget Comparison Report (including due and unpaid transactions) for 15 July 2015 (Paper D)

Note: Councillor Key stated that he was not happy that invoices had not been sent to users of the function rooms and that he should have been informed.

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 15 July 2015.

5. MONTHLY BANK RECONCILIATION SIGN OFF FOR MAY (Paper E)

RESOLVED to accept and sign off the Bank Reconciliation for 30 June 2015.

6. HALL HIRE FEES FOR ROSES / MARSHALLS (Paper F)

Members considered paper F.

RESOLVED to leave the function room hire fees for 2015 / 2016 at both Roses and Marshalls the same as for 2014 / 2015.

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

7. WORK VEHICLE (Paper G)

Members considered paper G

The Clerk informed Members that the vehicle would cost £282 per month with initial costs spread over the 2 years.

RESOLVED to enter into 2 year contract with Rivervale for a Vauxhall Vivaro or Ford Transit dependent on lead time, ensure with Rivervale that the power of the vehicle is suitable for needs of the Council.

Note: Councillor Key voted against the above resolution.

8. INTERNAL AUDIT SERVICE (Paper H)

Members considered paper H.

RESOLVED to accept the recommendation to instruct Audit Lincolnshire to carry out 2 Internal Audits in the 2015/2016 financial year at a cost of £850.00.

9. GENERAL GROUNDS MAINTENANCE SPECIFICATION (Paper I)

Members reviewed the General Grounds Maintenance Specification now approved by the Community Services Committee.

A Member raised concerns with regards to all contractors being DBS checked, as they wasn't aware of any legal right to request this as grounds workers do not fall into any category in which it is essential.

RESOLVED on page 15 under snow clearance it be amended to read 'During severe adverse weather conditions upon the instruction of the Council, the Contractor shall cease other activities and be required to clear snow and or salt identified areas (these may include areas that allow access to contract locations) at no additional cost to the Council.'

RESOLVED to remove the red item on page 4.

RESOLVED to consider the paper further in October following the LCC conference regarding safeguarding.

10. STRUCTURE AND FUNCTIONS (Paper J)

Members reviewed the structure and functions policy in relation to the Personnel Committee.

RESOLVED to RECOMMEND TO FULL COUNCIL to make the following amendments to the Personnel Committee element of the Structure and Functions policy: -

5.2 a Remove

5.2 c Amended to read - Agree and approve job and person specifications, agree and approve job adverts, short listing, interviews and final selection for all posts save for the Clerk and Deputy Clerk whose appointment shall require a resolution of Full Council.

5.2 d Amended to read - To recommend to Full Council pay and conditions

5.2 e Amended to read - To consider disciplinary matters and appeals in accordance with the Council's Handbook and take necessary action as required.

5.2 f Amended to read - To consider the effects on staffing during industrial action or a situation that reduces the capacity of the staff and take necessary action as required.

5.2 h Remove - should be in Management and Finance remit

5.2 i Amended to read - Manage an annual review/appraisal system for employed staff, including target setting under direction from Line Managers

5.2 j Amended to read - Monitor sickness and absence.

5.2 k Remove

Note: Councillor Dobbie voted against the 5.2a element of the resolution.

11. COMPLAINTS RECEIVED

Members reviewed complaints received in relation to Cemetery Bollards in accordance with Complaints Policy.

It was noted that following the Full Council meeting held on Tuesday 7 July 2015, Members made an informal decision to remove the bollards.

RESOLVED that the Committee supports the informal decision made and that the 6 month trial of leaving the gates open by the Personnel Committee continue without the use of the bollards at the General Cemetery.

12. OUTSOURCING OF GROUNDS MAINTENANCE

Members noted that discussions and decisions will need to be made towards the end of 2015 / beginning of 2016 as to the direction the Council wants to move in.

13. MARSHALLS BOWLS CLUB (Paper K)

Members considered the request for support with paint purchase costs.

RESOLVED to accept the recommendation to purchase the paint for Marshalls Bowls at a cost of £311.95.

14. GATE LOCKING (Paper L)

Members were of the view that the 6 months trial needs to carry on.

RESOLVED that the item be on the October Management and Finance agenda.

The meeting was closed at 9:18pm