

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House,  
Morton Terrace, Gainsborough on Tuesday 21 May 2013 at 7:00pm

**Present:** Councillor Paul Key (Chairman)

Councillor Matthew Boles  
Councillor Richard Craig  
Councillor Vaughan Hughes

**In Attendance:**

Sue Harrison Clerk to the Council  
Rachel Allbones Assistant Clerk to the Council

**Also in Attendance:** Councillor John Butler

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

Councillor Lesley Rollings

**RESOLVED** to receive the apologies for absence and accept the reasons given.

**2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION**

Councillor Hughes declared a non pecuniary interest in agenda item 10 as he was the Secretary for Gainsborough in Bloom.

**3. MINUTES**

i. Minutes of the meeting of Management and Finance Committee held Tuesday 9 April 2013

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 9 April 2013 be confirmed and signed as a correct record.

ii. Minutes of the meeting of Management and Finance Committee held Tuesday 7 May 2013 (Paper A).

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 7 May 2013 be confirmed and signed as a correct record.

**4. FINANCIAL REPORTS FOR APRIL / MAY 2013 (Papers B, B1, B2, B3)**

Members considered and debated at length Paper B regarding Unpaid Expenditure Transactions for 30 April 2013.

Members expressed their concern at the cost of the utilities and amount of skips being used.

It was requested that all Members have a copy of the budget heading coding list, in order to see what budget the expenditure is coming from.

The Chairman expressed his concern that at a previous meeting a quotation was approved for £300 to chip the green waste at Richmond Park but the invoice was for £550. The Chairman was advised that the previous Acting Clerk had approved the increase in spend as the amount of green waste had increased significantly.

Councillor David Dobbie arrived at the meeting at 7:30pm.

**RESOLVED** that Paper B, the Unpaid Expenditure Transactions for 30 April 2013, be received and approved.

Members considered and debated at length Paper B1 regarding Unpaid Expenditure Transactions for 21 May 2013.

Members expressed concern at the electricity charges for Richmond House. Members were reminded that part of the utility charges for Richmond House were recharged to Lincolnshire County Council on an annual basis.

The Chairman requested that the list be in a format so Members can clearly see where the spend was being charged to.

**RESOLVED** that Paper B1, the Unpaid Expenditure Transactions for 21 May 2013, be received and approved, and to look into alternative ways of producing the expenditure lists.

Members considered and debated at length Paper B2 regarding Cashbook Summary (including due and unpaid transactions) for 20 May 2013.

The Chairman expressed concerns with the opening balance figures and questioned what had happened to the £20,000 advance of precept received in the previous financial year.

The Assistant Clerk will look into the figures.

**RESOLVED** that Paper B2, the Cashbook Summary for 20 May 2013, be received and approved, and the Assistant Clerk to email a response to Committee Members concerning the opening balance figures.

Note: Councillors Hughes and Boles abstained from voting on the above resolution.

Note: Councillor Key voted against the above resolution.

**RESOLVED** that Paper B3, the Budget Comparison for 20 May 2013 be received and approved.

Note: Councillor Key voted against the above resolution.

It was noted that the new Clerk would be receiving some training on the Account system in the near future.

**5. TO RECEIVE ANY RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE**

None received.

**6. TO RECEIVE ANY RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE**

The Personnel Committee had authorised the Management and Finance Committee discuss the quotations received to fell 21 poplar trees at Levellings and fell 2 trees and prune 5 trees at Marshalls Sports Ground and appoint a contractor to carry out the work.

Two quotations had been received, providing costs to carry out the work and the additional cost to grind out the stumps of the trees to be felled.

**RESOLVED** to defer the item and discuss further alongside item 13.

**7. REQUEST TO PAY UTILITY BILLS VIA DIRECT DEBIT IN ORDER NOT TO INCUR SURCHARGES**

The Assistant Clerk requested that all utility bills be paid by Direct Debit in order not to incur the surcharges the Council currently do by paying by cheque.

**RESOLVED** that the Council pay all utility bills via direct debit, but produce a report of all spend for the Management and Finance Committee.

**8. INSURANCE RENEWAL**

Members were advised that both the Motor Insurance and the Insurance consisting of Employer and Public liability, buildings, contents, equipment etc were up for renewal.

Two quotes had been received for the motor insurance.

**RESOLVED** to accept the quotation of £2,129.05 from Zurich Municipal for the Motor Insurance for 13/14 to take effect from 1 June 2013.

**RESOLVED** to accept the insurance renewal quote of £17,183.92 from Zurich Municipal for the Employer and Public liability, buildings, contents, equipment etc for 13/14 to take effect from 1 June 2013.

**9. COMMUNITY PAYBACK COSTS (Paper C)**

In March Management and Finance Committee meeting Members were asked if they wish to buy into the community pay back scheme. Members requested a breakdown of the costs for the scheme.

Members were of the view that the scheme was good for quick hits in problem areas but did not see an ongoing need for them.

**RESOLVED** that the Council do not buy into the Community Payback scheme at this time but may use on an adhoc basis later in the year..

**10. HILL HOLT WOOD PROJECT RICHMOND PARK (Paper D)**

The Clerk advised that following some initial free legal advice it was recommended that a Tenancy at Will be drawn up as it can regulate the way HHW deal with the site and can impose Terms and Conditions in the agreement but can also be broken at any time by either party.

The Clerk advised that Burton and Dyson, the Councils current legal company, have quoted £350 + VAT to draw up the Tenancy at Will but no budget provision has been made for legal matters.

Discussion ensued with regards to the Council incurring cost for the legal work to be carried out.

**RESOLVED** that the Council requests Hill Holt Wood to pay half towards the legal fees to draw up a Tenancy at Will, whereby Hill Holt Wood will sub-let the site where their polytunnel has been sited at a peppercorn rent and will engage in meaningful discussions with the Town Council.

**RECOMMENDATION TO FULL COUNCIL** to approve the Tenancy at Will between Hill Holt Wood and the Town Council.

**11. REQUEST FOR THE TOWN COUNCIL TO PAY FOR REGISTRATION WITH THE TOWN CRIER GUILD**

Members were advised that the registration for the Town Crier to join The Ancient and Honourable Guild of Town Criers was £30 per annum and covered the Crier and Escort for upto £5,000,000 public liability insurance costs.

**RESOLVED** that the Town Council pay the £30 registration for the Gainsborough Town Crier to join The Ancient and Honourable Guild of Town Criers.

**12. REJUVENATION OF THE ALL WEATHER PITCH AT ROSES SPORTS GROUND (Paper E)**

The Clerk advised that based on information received that day from the Lincolnshire Football Association Development Officer that when WLDC received grant funding from the Football Foundation for the All Weather Pitch at Roses Sports Ground as part of the process WLDC should have had a sinking fund in place for emergencies and repairs, and any obligations regards to the grant funding still lies with WLDC.

**RESOLVED** that the Clerk speak with WLDC with regards to the sinking fund and report back to the next meeting.

**13. REQUEST FROM RESIDENTS OF PINGLE CLOSE FOR A MAJOR PRUNE OF TREES ON THE WESTERN BOUNDARY OF THE GENERAL CEMETERY**

Members were advised that a request had been received from a member of the public with regards to overhanging trees on the General Cemetery.

**RESOLVED** that the Environmental Officer looks at the site and obtains quotations for works needed to be carried out, and any necessary risk assessments be carried out in the mean time.

**6. TO RECEIVE ANY RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE**

Further discussion ensued.

**RESOLVED** to 1) proceed with the quotation received from B&B and fell 21 poplar trees at Hickman Bacon Memorial Park but leave the stumps in place for the time being.  
2) carry out any necessary risk assessments with regards to trip hazards following the felling of the trees.  
3) request the Clerk to ask if Hill Holt Wood would like to chop the felled trees up and remove from site and also investigate other options and the related costs for removing the felled trees from site.

**RECOMMENDATION TO FULL COUNCIL** that Full Council make a decision how to remove the trees from the site once quotations and costing have been received.

**RESOLVED** that Standing Order 1U apply for the meeting to extend past 9:30pm.

**14. PAYROLL COSTS**

Members were advised that due to the new RTI being implemented from HMRC payroll processing costs have increased.

The cost for ABC Accounting to process the Councils payroll will now be £560 per annum plus any additional expenses that arise.

**RESOLVED** to accept the new payroll processing costs from ABC Accounting.

**15. CUTTING OF AISBY WALK PLAYING FIELD**

Members were advised that the Council do not have the machinery to cut Aisby Walk Playing Field and permission was requested to use an out side source to cut the area again before the next meeting. The Clerk explained that a Flail mower would be the most appropriate but that the Grounds Staff did not have one. Cllr Key pointed out that there is reference to a Flail mower in some records that he has and queried if this mower would be appropriate. The Clerk confirmed they will investigate.

Councillor Hughes suggested asking the Football Development Officer look to see if there is any scope to bring the far field back into a football pitch and to look into funding opportunities to build changing rooms on the site.

**RESOLVED** to give permission for an outside source to cut Aisby Walk Playing Field at a cost of £200 before the next meeting and request that the Football Development Officer see if there is any scope to bring the football pitch back into use and report back to the next meeting.

**16. CHEQUE SIGNATORIES**

The Assistant Clerk requested that the Committee to review the current cheque signatories.

**RECOMMENDATION TO FULL COUNCIL** that the cheque signatories be amended to the following Councillors: - Councillors Rollings, Key, Dinsdale.

**17. GROUNDS MAINTENANCE MACHINERY REQUIREMENTS**

The Clerk advised that the Head Groundsman of Roses and Marshalls Sports Grounds had requested purchasing a new Dennis Mower to leave at one site in order to cut down on transportation time. The quote had been received for the mower being £3,400 + VAT. The budgeted amount was £5,000 for new equipment and the remainder for the budget would be sufficient for the remainder of the year.

Members questioned the need for a second mower as the Groundsman already had one.

Councillor Dobbie proposed not to buy the mower, seconded by Councillor Craig.

Councillor Hughes amended the proposal for the Clerk to investigate the need further and bring back to the next meeting, seconded by Councillor Craig.

Taking the amended proposal first the vote was as follows: -

1 vote for, 4 votes against.

Taking the vote of the original proposal as follows: -

4 votes for, 1 vote against.

**RESOLVED** that the Council do not buy a new Dennis mower for Roses and Marshalls Sports Grounds.

The meeting concluded at 10:00pm

Chairman