

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 28 August 2018 at 7:00pm

Present: Councillor Steven Ward (In the Chair)

Councillor Matt Boles (ex-officio)
Councillor David Dobbie
Councillor Paul Key

In Attendance:

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

Also Present: x2 Members of the public

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Richard Craig
Councillor Aaron Taylor

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 items 7 & 10 as he is a Councillor for LCC
Councillor Boles declared a non-pecuniary interest in agenda items 7 & 10 as he is a Councillor for LCC

3. MINUTES (Papers A & B)

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

RESOLVED to defer the minutes 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 17 July 2018

It was noted that the minutes of Tuesday 19 June 2018 were deferred in July until the next meeting and wasn't present.

RESOLVED to defer the minutes until the next meeting along with minutes of Tuesday 19 June 2018.

RESOLVED under Standing Order 14n to alter the order of business and take item 11 next.

11. RICHMOND PARK ANTI-SOCIAL BEHAVIOUR (Paper K)

Members received the minutes of the ASB Task Force meeting and considered recommendations therein.

Councillor Key was concerned regarding the temporary signs that had been erected in Richmond Park regarding unauthorised music being played.

RESOLVED to contact the ASB Team at WLDC and / or the Councils solicitors regarding correct / legal wording for permanent signs regarding unauthorised music being played in Richmond Park.

Councillor Boles expressed his views that shutting the gates would not deter youths accessing the site, a park warden wouldn't deter the youths and would not be viable with budget restraints. He stated it is a Police matter and they need to step up and act.

It was suggested that Police and Crime Commissioner Marc Jones be invited to the Council to present his 2017/18 Annual Report as he has in other areas of the County.

Note: The meeting was adjourned at 7:43pm to allow members of the public speak.

Note: Meeting reinstated at 7:51pm

RESOLVED to invite Police and Crime Commissioner Marc Jones to present his 2017/18 Annual Report to the Council as he has in other areas of the County.

Note: 7:55pm Members of the public left the meeting.

4. FINANCIAL REPORTS FOR JULY & August 2018

i. Unpaid Expenditure Transactions for 21 August 2018 (Paper C)

Members considered at length Paper C.

RESOLVED that Members accept the transactions in Paper C – Unpaid Expenditure Transactions for 21 August 2018.

ii. Cashbook Summary (including due and unpaid transactions) for 21 August 2018

Members considered Paper D.

RESOLVED that Members note Paper D - Cashbook Summary (including due and unpaid transactions) for 21 August 2018.

iii. Budget Comparison Report (including due and unpaid transactions) for 21 August 2018 (Paper E)

RESOLVED that Members note Paper E Budget Comparison Report (including due and unpaid transactions) for 21 August 2018.

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

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

6. COMPLAINTS

- i. Members noted the complaint regarding damage on a grave at the General Cemetery, the member of the public just wanted it noting and asked grounds staff take more care.
- ii. Members noted correspondence received from a neighbour to the North Warren Cemetery, items had been stolen from her garden and access was through the cemetery.
RESOLVED to RECOMMEND TO FULL COUNCIL to create a budget in order to erect a bollard at the entrance to North Warren Cemetery to restrict unauthorised vehicular access.
- iii. Members noted a complaint with regards to North Warren allotments.
RESOLVED to refer the matter to the Allotments Sub-Committee.
- iv. Members noted a complaint with regards to Love Lane allotments.
RESOLVED to refer the matter to the Allotments Sub-Committee.

Note: Members had a short break from 8.22pm to 8.24pm

7. **RICHMOND HOUSE LEASE RENEWAL WITH LCC** (Paper G)

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

RESOLVED under Standing Order 14d to alter the order of business and take items 7 & 10 together.

Members consider latest proposals from tenant for Lease terms.

PINK PAPER ITEM

10. CONSERVATORY (Paper J)

Members received the report from Clerk on progress of Conservatory project and looked into the scope of next stage of works to be carried out.

RESOLVED to defer recommendation 1. To manage tender process in house.

RESOLVED to cease any further work until LCC have got themselves organised with the Lease negotiations and agreement.

8. INTERNAL AUDIT 2018/19 (Paper H)

RESOLVED to accept the quotation from Lincolnshire Audit for Internal Audit services for 2018/2019.

RESOLVED under Standing Order 14d to alter the order of business and take item 12 next.

12. HR (Paper L)

Members reviewed HR services received from current provider and quotation from a further provider.

RESOLVED to continue with Stallard Kane providing HR services for a further year (November 2019), subject to them completing the HR policy review prior to the renewal date.

RESOLVED to allow press and public back into the meeting.

9. GDPR UPDATE (Paper I)

Members received a report from the Clerk on progress of GDPR and considered new Data Protection policies.

RESOLVED to note progress of GDPR and adopt the Data Protection Policy and Data Breach Policy.

13. CHRISTMAS LIGHTS SCHEME CHARGES (Paper M)

RESOLVED to extend the meeting past 9:30pm to up to 10:00pm

RESOLVED to defer the item until the quotation had been received.

14. TO RECEIVE RECOMMENDATION FROM REMEMBRANCE SUNDAY & ARMED FORCES DAY WORKING GROUP

RESOLVED to RECOMMEND TO COMMUNITY SERVICES COMMITTEE and MANAGEMENT AND FINANCE COMMITTEE to hold a Community / Armed Forces Day event at Marshalls Sports Ground on Saturday 29 June 2019 and the Council will provide a budget of £5,000.

Members considered the request from the Remembrance Sunday and Armed Forces Day Working Group to provide a budget of £5,000 to hold a 2019 Armed Forces Day event.

RESOLVED to support the event but it will need to go the full budget process which will not be agreed until Full Council in January 2019.

15. GROUNDS MAINTENANCE INCIDENT

Members noted details of small collision between Council van and General Cemetery gates. Members were informed that Officers will adapt the induction process for new employees.

RESOLVED that a new working practice be put in place to have a driving competency check for all new employees with driving licences.

The meeting concluded at 9.45pm