

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Wednesday 16 October 2019 at 7:00pm

Present: Councillor Harry Clarke
Councillor David Dobbie
Councillor Chris Lambie
Councillor Baptiste Velan

In Attendance:

Rachel Allbones Deputy Clerk / RFO
Sean Alcock Operations Manager

Due to neither the Chairman or Vice Chairman being present at the meeting, nominations were requested for a Member to preside at the meeting.

RESOLVED that Councillor Dobbie be the Chairman for the meeting.

1. APOLOGIES FOR ABSENCE

Councillor Matt Boles - ex officio
Councillor Richard Craig
Councillor Keith Panter – ex officio
Councillor Denise Schofield
Councillor Lesley Rollings

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

Councillor Velan declared a pecuniary interest in agenda item 8 as he had submitted a quotation.

3. MINUTES FROM THE PREVIOUS MEETING (Papers A & B)

i. Minutes of the meeting of Management and Finance Committee held Wednesday 18 September 2019

RESOLVED that the minutes of the Management and Finance Committee meeting held on Wednesday 18 September 2019 be confirmed and signed as a correct record.

ii. Minutes of the meeting of Management and Finance Committee held Wednesday 9 October 2019

RESOLVED that the minutes of the extraordinary Management and Finance Committee meeting held on Wednesday 9 October 2019 be confirmed and signed as a correct record.

Note: Councillors Clarke and Dobbie abstained from voting on the above resolution.

4. FINANCIAL REPORTS FOR SEPTEMBER & OCTOBER 2019

i. Unpaid Expenditure Transactions for 11 October 2019 (Paper C)

Members considered at length Paper C & Paper C Revised.

RESOLVED that Members accept the transactions in Paper B Revised – Unpaid Expenditure Transactions for 16 October 2019.

ii. Cashbook Summary (including due and unpaid transactions) for 11 October 2019 (Paper D)

Members considered Paper D.

RESOLVED that Members note Paper D - Cashbook Summary (including due and unpaid transactions) for 11 October 2019.

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

iii. Budget Comparison Report (including due and unpaid transactions) for 11 October 2019 (Paper E)

Members considered Paper E.

RESOLVED that Members note Paper E Budget Comparison Report (including due and unpaid transactions) for 11 October 2019.

Councillor Dobbie noted the remaining budget for Staff Training and suggested looking at upskilling the workforce.

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

RESOLVED to accept and sign off the Bank Reconciliation for 30 September 2019.

6. COMPLAINTS (Paper G)

Members noted that no complaints had been received.

7. CEMETERY EXTENSION (Paper H)

RESOLVED under Standing Order 10.a.xi to exclude the press and public from the meeting in respect of confidential or other information which is prejudicial to the public interest.

Members considered the quotation received for assessing the site for crucial environmental compliance for planning requirements.

RESOLVED to accept the quotation from Cemetery Development Services of £4,200 to carry out a T2 groundwater risk assessment on the extension of the cemetery land.

RESOLVED under Standing Order 10.a.vi to alter the order of business at leave item 8 until the end of the agenda.

9. PHOTOCOPIER (Paper J)

Members considered quotations received to upgrade photocopier.

RESOLVED to enter into a leasing arrangement when upgrading the photocopier.

Note: Councillor Clarke voted against the above resolution.

RESOLVED to accept the quotation from Integrating Solutions Ltd, for a Ricoh IMC3000 - at a cost of £170.76 per quarter on a 5 year lease. Copy charges at £0.032 per colour sheet and £0.0032 per mono sheet.

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

10. BUDGET & OUTSTANDING WORKS (Paper K)

Members considered outstanding works which will need consideration in the budget. Members agreed that the Deputy Clerk and Operations Manager work together to produce one document for form a 3 year rolling plan to aid in budget preparation.

11. ROSES SUB-LEASE

Members NOTED the update following on from the grant of the Licence for Works at the previous meeting.

8. IT STRATEGY & GDPR COMPLIANCE (Paper I)

Note: Councillor Velan left the meeting.

RESOLVED to defer the item until the next meeting, when further advice may be sought.

The meeting concluded at 8.44pm