

## GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Extraordinary Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Wednesday 16 September 2015 at 7:00pm

**Present:** Councillor Paul Key (Chairman)  
Councillor Harry Clarke  
Councillor Barry Coward (Ex-officio)  
Councillor Richard Craig  
Councillor Tim Davies

**In Attendance:**

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

Also Present: 1 X Member of the Public

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

Councillor David Dobbie  
Councillor Sally Loates  
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** (Papers A & B)

i. Minutes of the meeting of Management and Finance Committee held Tuesday 21 July 2015

**Notes were approved at the meeting in August.**

ii. Minutes of the meeting of Management and Finance Committee held Wednesday 19 August 2015

Councillor Key requested additional wording be included in item 8 to read 'Councillor Key requested that it be noted that he can not support the paper, *as he thought it was a poor paper and 'do not get me started on winter sniffles'.*

Councillor Key requested additional wording be included in item 10 to read 'Councillor Key was insistent that he had a non pecuniary interest, *and advised he should not be asked to declare an interest as it is up to him what, if any, interest is declared.*

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Wednesday 19 August 2015 be confirmed and signed as a correct record subject to the additional notes in bold being included: -

Additional wording be included in item 8 to read 'Councillor Key requested that it be noted that he can not support the paper, **as he thought it was a poor paper and 'do not get me started on winter sniffles'**.

Additional wording be included in item 10 to read ' Councillor Key was insistent that he had a non pecuniary interest, **and advised he should not be asked to declare an interest as it is up to him what, if any, interest is declared.**

**RESOLVED** under Standing Order 14d to vary the order of business and take item 10 next.

**10. RICHMOND PARK TREES** (Paper M)

Mrs Brumpton advised she lived at the back of Richmond Park and has serious concerns regarding the height of a tree leaning towards her property from the park, advising that 1/3rd of the tree was above the height of her roof and 50% of the tree was hanging over her garden.

Mrs Brumpton left the meeting at 7:15pm.

**RESOLVED** to return to the item after discussing the tree safety survey.

**4. FINANCIAL REPORTS FOR AUGUST & SEPTEMBER**

i. Unpaid Expenditure Transactions for 10 September 2015 (Paper C)

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

It was noted that Councillor Key was unhappy with the amount of skips being used. The Operations Manager advised that we use 1 skip every 2 weeks at the cemetery as we have no way of compacting the rubbish. He advised it needed to be looked into.

**RESOLVED** that Members accept the transactions in Paper C revised - Unpaid Expenditure Transactions for 19 September 2015 for payment.

ii. Cashbook Summary (including due and unpaid transactions) for 10 September 2015 (Paper D)

Members considered Paper D and the revised Paper D.

**RESOLVED** that Members note revised Paper D - Cashbook Summary (including due and unpaid transactions) for 16 September 2015.

iii. Budget Comparison Report (including due and unpaid transactions) for 13 August 2015 (Paper E)

**RESOLVED** that Members note Paper E Budget Comparison Report (including due and unpaid transactions) for 10 September 2015.

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

**RESOLVED** to accept and sign off the Bank Reconciliation for 31 August 2015.

**RESOLVED** under Standing Order 14d to vary the order of business and take item 16 next.

Note: Councillor Boles arrived at the meeting at 7:41pm.

**16. REVISED 2015 / 2016 BUDGET (Paper U)**

Members considered at length the revised 2015/2016 budget.

**RESOLVED** to **RECOMMEND TO FULL COUNCIL** to approve the revised budget for 2015 / 2016.

**6. SECURITY & FIRE ALARM CALL OUTS (Paper G)**

Members considered security call out arrangements for alarm monitoring work.

Councillor Key advised his stance hasn't changed from the last meeting and is of the view that the council should pay the extra on the insurance and not have any alarm monitored.

Councillor Davies was of the view that Richmond House needed to be dealt with separately to Roses and Marshalls Pavilions.

**RESOLVED** to rely on the Councils insurance policy for Roses and Marshalls Pavilions and not monitor the fire and security alarms, and for the Clerk to source quotes for the call out to Richmond House fire and security alarm only and report back to the next meeting.

Note: Councillor Key voted against the above resolution.

**7. STAFFING STRUCTURE (Papers H & I)**

Councillor Key requested that Standing Order 14n apply and the public and press be excluded.

Members were of the view that this was not necessary and that the meeting remain open.

Members discussed the content of the Papers and whether or not there was a need to extend any temporary contracts.

It was suggested that if it was the will of the committee to keep any posts on to move them to a permanent post and go through the full recruitment process.

**RESOLVED** to make the Admin Support Office a permanent post at 17.5hours per week and to go through the whole recruitment process.

Some Members were of the view that with the 2 staff members from Roses and Marshalls along with the 2 general grounds staff no further staff would be needed over the winter months.

The Operations Manager advised Members that general grounds staff have been working annualised hours through the summer and have approx 50 hours to use plus holidays through the winter, and another staff member has approx 150 hours to use through the winter months plus holidays.

Councillor Key described it as ludicrous allowing staff members to rack up hours in the summer months leaving the Council short during winter, and did not believe staff have been managed properly with regards to holidays and lieu time.

It was suggested that no decision be made until a report had been produced detailing all holidays and lieu time for each staff member. Other members were of the view that a decision needed to be made.

**RESOLVED** to keep on one Member of the seasonal staff until 31 March 2016, but request that a paper be submitted to the next meeting regarding management of lieu time.

Note: Councillor Clarke and Key voted against the above resolution.

**8. ROSES TREES MAINTENANCE** (Papers J & K)

Councillor Boles advised that the pictures speak for themselves but had not had time to carry out a site visit.

**RESOLVED** to return to the item after discussing the tree safety survey.

**RESOLVED** under Standing Order 14d to vary the order of business and take item 11 next then 12, 15, 14 & 9.

**11. TREE SAFETY SURVEYS** (Paper N)

Members considered Paper N.

**RESOLVED** to accept the quotation from North Hykeham Town Council to carry out the Tree Safety Survey on all trees.

**RESOLVED** to defer items 8 & 10 until after the Tree Safety Survey had been carried out.

**12. EMERGENCY LIGHT AND FIRE EXTINGUISHERS** (Paper O)

Members considered recommendations from SK Fire for additional work required in response to new regulations.

Members were advised that it is guidance only but good practice.

**RESOLVED** to accept all recommendations for additional work from SK Fire Protection.

**15. GENERAL CEMETERY** (Paper T)

The Clerk explained to Members the issue.

Members were of the view that in the first instance approach WLDC and await there response.

**RESOLVED** to approach WLDC with regards to providing compensation.

**13. HR ADVISOR** (Papers P, Q & R)

The Clerk informed Members that WLDC will be resubmitting their quote which will be considerably less.

Councillor Boles informed Members that the Chairman of the Personnel Committee had expressed an interest in being involved in the decision making process.

**RESOLVED** to defer the item until WLDC had resubmitted their quote.

**14. SILVER STREET SCULPTURE** (Paper S)

Members were advised that some criminal damage had taken place on the sculpture and even though the Council did not erect the sculpture it had agreed to insure it.

**RESOLVED** to contact the insurance company to see if we can claim on the insurance to repair it, if not the Committee agree that the Council will pay for the repairs and accept the quotation by BBH Prometals.

**9. GROUNDS MAINTENANCE SPECIFICATIONS** (Paper L)

Members reviewed and noted the Specifications for Sandsfield Lane South, St Georges and South Parade now approved by the Community Services Committee.

The meeting was closed at 9:28pm