

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Wednesday 17 July 2019 at 7:00pm

**Present:** Councillor Matt Boles - ex officio (Chairman)  
Councillor Harry Clarke  
Councillor Chris Lambie  
Councillor Keith Panter – ex officio  
Councillor Lesley Rollings (arrived at 7.01pm)  
Councillor Baptiste Velan

**In Attendance:**

Rachel Allbones Deputy Clerk to the Council  
Sean Alcock Operations Manager

**1. APOLOGIES FOR ABSENCE**

Councillor Richard Craig  
Councillor David Dobbie

Members **NOTED** the apologies received.

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

None received.

**3. MINUTES FROM THE PREVIOUS MEETING (Papers A)**

i. Minutes of the meeting of Management and Finance Committee held Wednesday 19 June 2019

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Wednesday 19 June 2019 be confirmed and signed as a correct record.

Note: Councillor Lambie & Panter abstained from voting on the above resolution.

Note: Councillor Rollings arrived at the meeting at 7:01pm.

**4. FINANCIAL REPORTS FOR JUNE & JULY 2019**

i. Unpaid Expenditure Transactions for 12 July 2019 (Paper B)

Members considered at length Paper B & Paper B Revised.

**RESOLVED** that Members accept the transactions in Paper B Revised – Unpaid Expenditure Transactions for 17 July 2019.

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

- ii. Cashbook Summary (including due and unpaid transactions) for 12 July 2019 (Paper C)

Members considered Paper C.

**RESOLVED** that Members note Paper C - Cashbook Summary (including due and unpaid transactions) for 12 July 2019.

- iii. Budget Comparison Report (including due and unpaid transactions) for 12 July 2019 (Paper D)

Members considered Paper D.

**RESOLVED** that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 12 July 2019.

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

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

6. **COMPLAINTS** (Paper F)

Members **NOTED** the report received from the Clerk.

7. **FEES FOR ALL DAY USE OF SITES** (Paper K M&F 19 June & Paper I CS 10 July)

Members considered the recommendation from Community Services Committee, following discussion by Management and Finance Committee at its meeting 19 June 2019 (where it was resolved to refer to Community Services Committee to produce a fee charging structure for use of the sites on an all-day basis, and to produce a matrix of criteria for organisations to be eligible for hire fees to be reduced/waivered).

**RESOLVED** to approve the daily charge fee structure and evaluation for reduced fees as set out in Paper I of 10 July 2019 Community Services Committee.

Members **NOTED** that a site development plan needs looking into at Marshalls to investigate users taking over the running of the site.

8. **ASSET DISPOSAL** (Paper G)

Members considered an offer received for the purchase of the redundant Iseki.

**RESOLVED** that the Operations Manager negotiate the best deal possible with the purchaser with a minimum purchase price of £500. The Operations Manager to consult with the Chairman to approve sale cost.

**9. INTERNAL AUDITOR APPOINTMENT (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 quotation received for Internal Audit works for 2019/20

**RESOLVED TO RECOMMEND TO FULL COUNCIL** to: -

- approve the quotation received from Lincolnshire Assurance of £1,032.50 to carry out x2 site visits in 19/20
- increase the Internal Audit budget by £182.50 from General Reserves

**10. GRAVE DIGGING COSTS (Paper I)**

Members considered email received from Samuel Jacob Anubis following them being appointed as the Council's grave digging contractor employed on a grave by grave basis.

Members were advised that the contractor had been used for two interments already, after which they have now decided to increase their charges to £550 per grave dug.

Members asked if the fees quoted by the other contractor considered at the last meeting still stood, to which the Operations Manager confirmed they did.

**RESOLVED** to no longer use Samuel Jacob Anubis for Council grave digging services and to appoint Kyle Holliday as the Council's grave digging contractor employed on a grave by grave basis.

**RESOLVED** to investigate how the Council proceeds long term with regards to grave digging. The Operations Manager to report all options at a future meeting.

The Operations Manager confirmed he would produce a response to Samuel Jacob Anubis email which would be approved by the Committee Chairman prior to sending.

The meeting concluded at 7.36pm