

## GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Extraordinary Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Wednesday 19 August 2015 at 7:00pm

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

Councillor Matthew Boles (Ex-officio)  
Councillor Harry Clarke  
Councillor Tim Davies

**In Attendance:**

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

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

Councillor Richard Craig  
Councillor Barry Coward (Ex-officio)  
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 (Paper A)**

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

**Councillor Key requested that it be noted, as he wanted a paper trail, that he had indicated at the last meeting that he was not happy that invoices had not been sent to users of the function rooms which officers had held back pending a resolution over the level of charges to be levied. Councillor Key explained he was of the view that he should have been informed.**

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 16 June 2015 be confirmed and signed as a correct record subject to it being noted that Councillor Key had stated at the last meeting that he was not happy that invoices had not been sent to users of the function rooms and that he should have been informed.

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

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

- i. Unpaid Expenditure Transactions for 13 August 2015 (Paper B)

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

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

- ii. Cashbook Summary (including due and unpaid transactions) for 13 August 2015 (Paper C)

Members considered Paper C and the revised Paper C.

**RESOLVED** that Members note revised Paper C - Cashbook Summary (including due and unpaid transactions) for 19 August 2015.

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

**RESOLVED** that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 13 August 2015.

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

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

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

Members considered security call out arrangements for alarm monitoring work.

Councillor Key was of the view that no alarms should be monitored and the extra premium should be paid on the insurance due to this and could not understand why the matter was even being considered.

**RESOLVED** to defer the paper until the next meeting but request that options 3 & 4 on item 6 be carried out, those being: -  
3. Establish if there are existing staff members willing to take on additional call out duties, if so, develop appropriate policy for the work and associated pay and commence a call out programme at the earliest opportunity.  
4. Seek an outsourced service with officers to bring back to committee a paper with the quotation's and companies to choose from.

**7. ROSES & MARSHALLS CARETAKER (Paper G)**

**RESOLVED** to accept the recommendation in the paper being: -

That members recognise that a need may arise for a caretaker role. Ask that officers look to build into draft budgets for 2016/2017 and beyond some budget provision for the role alongside a cost/benefit analysis.

Make a further determination once it is clear what the impact of the 2016/2017 tax base will be on precept levels (early suggestions are that the tax base is increasing and so additional precept can be sought without an increase for individual tax payers). Undertake engagement with existing user groups about how they would foresee a caretaker operating alongside their own routines. Officers report back with further information in due course.

#### 8. **STAFFING STRUCTURE** (Paper H)

Members considered the staffing structure in anticipation of expiry of existing temporary contracts being Seasonal Grounds Maintenance Operatives and Admin Support Officer.

Councillor Key was unhappy that the additional information requested at the Personnel Committee from the Operations Manager was not present at the meeting.

It was explained that the Operations Manager was on annual leave and had been the previous week as well and was unaware that the extraordinary meeting was being called by Councillor Key.

Councillor Key stated clearly he could not support the paper but gave no explanation why.

Councillor Key was extremely concerned about how calculations in the paper had been reached. When explained to him Councillor Key explained he could not remember that the current seasonal grounds staff had been employed on the basis of the terms the Clerk explained to him and was particularly concerned about that.

The Clerk explained that he felt that as budget provision allows for the staff concerned to have contracts extended that the Council should do so as more staff meant being able to provide better services. Councillor Key explained this was not the Clerks decision and one for Councillors. The Clerk pointed out that he had only made a recommendation in the paper in the interests of providing the best possible services to the public and recognised that the decision was that of the Councillors and that he would work with whatever staff provision the Council wish to provide him with.

**RESOLVED** to defer the item until the next meeting when the additional information requested would be present.

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'.

#### 9. **CEMETERY GROUNDS MAINTENANCE SPECIFICATION** (Paper I)

Members reviewed the Specifications for the General & North Warren Cemeteries now approved by the Community Services Committee.

A Member questioned if we require tople testing to be carried out, and though it was law that this be done.

The Clerk advised he would need to get clarification from the Operations Manager as to if it is law that tople testing be carried out on memorials.

**RESOLVED** to accept the paper but require clarification from the Operations Manager regarding the need for tople testing before including it in the specification.

**10. LOVE LANE GARAGES** (Paper J)

Members consider instructing solicitors to prepare new Lease Agreements for Love Lane garages.

Note: Councillor Key declared a non-pecuniary interest as he rents a property on Ropery Road, his landlord is a friend of his and his landlord has some concerns about the garage at the rear of the property that Councillor Key rents.

Councillor Key informed Members that he lives in a rented property on Ropery Road. His Landlord purchased the property recently and paid for the garage behind the property. Councillor Key explained that his landlord was aware that he would have to pay rent for the space on which the garage is built. Councillor Key explained that he had recently visited the office to enquire about the garage and stated that he had been misinformed or there had been some confusion when he attended the office. The Clerk and Deputy Clerk denied that there had been any confusion and stated that they clearly understood the position. Councillor Key was extremely concerned that his landlord would lose the garage that he had paid for. Councillor Key explained that there is electricity connected to the garage from the property he is renting and that he would not be paying for someone to else to use the garage and electricity in it. The Clerk explained to Councillor Key at this point that he may wish to consider declaring a pecuniary interest. 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.

Officers explained that they maintain a list of people who enquire about renting a garage which was in the meeting referred to as a waiting list. Councillor Key stated that as the officers could not prove that the Council has never resolved to have a waiting list that it does not exist. It was pointed out to Councillor Key that the waiting list could have been adopted by the Council going back years as early as 1992. Councillor Key did not accept this.

The Clerk advised Councillor Key that it seemed the Solicitors had not followed procedure when the sale of the property to his Landlord went through and that it could be argued that the Garage his landlord believed he occupies should have gone to the next person on the waiting list. Councillor Key was insistent that there is no waiting list as it can't be proven that Council approved for there to be one.

The Clerk advised that as historically the transfer and changing hands of garages had not been appropriately monitored by the Council that all current garage tenants should be protected but that going forward any policy adopted would be followed. Councillor Key was happy that his Landlord would not lose his Garage.

**RESOLVED** to accept the recommendation set out in the paper, that being: -

1. That Burton & Dyson be instructed to prepare a new agreement and correspond with the tenants to request that they sign the new Agreement. The Clerk be given authority to approve the final form of agreement based on his experience as a property lawyer and his understanding of the workings of the Council. That a cap of £800.00 costs be placed on dealing with any difficult tenants that will not co-operate (i.e. an additional £350.00 on top of the basic costs already quoted).
2. That the policy should state the garage spaces are for residents of Gainsborough only, tenants can not have more than one garage space and the current waiting list now be a formal waiting list and that all current tenants be allowed to continue as tenants.

**11. PLANET CIRCUS**

Members considered the request from Planet Circus to return to on Aisby Walk between 6<sup>th</sup> and 13<sup>th</sup> September.

**RESOLVED** to allow Planet Circus to come to Aisby Walk between 6 & 13 September 2015 subject to a ground rent of £200 - £400 being received and a bond of £1,000 in case of any damage to the ground / area.

**12. ROSES TREES MAINTENANCE** (Paper K)

Members considered works requested to be carried out on trees on Roses Sports Ground.

The Clerk advised Members of issues raised by the property owner: - the trees are growing over the garden fence and up against it which will cause damage in the future, the garden never gets any sun so everything is saturated and boggy causing the lawn is about dead, and have poor sky reception. Also the trees are growing into the neighbours shed and damaging it, when it was windy a huge branch landed on the shed roof and she had to have it repaired.

Councillor Key was of the view that there wasn't an issue with the trees having visiting the site prior to the meeting and that poor Sky reception was not a reason to carry out work to the trees. Councillor Key stated that the trees are not overhanging the properties and questioned why other property owners had not complained.

A member was of the view that if it is affecting peoples property then the works need to be carried out and will need doing in the future as the trees continue to grow.

The Clerk advised that not all trees quoted for are essential works, trees 1 - 5 are those adjoining properties.

**RESOLVED** to defer the matter until the next meeting and Councillor Boles will visit the property and request to see the issues from the property side as well as the Roses Sports Ground side.

**13. CEMETERY TREE MAINTENANCE** (Paper L)

Members considered the works required along the tree line along Heapham Road.

**RESOLVED** to accept Green Cuts quote to Fell T1 & T3, and crown as per recommendation T4, T5 & T6.

The meeting was closed at 9:25pm