

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House,
Morton Terrace, Gainsborough on Monday 12 November 2012 at 6:30pm

Present: Councillor Paul Key (Chairman)

Councillor Harry Clarke
Councillor David Dobbie

Also Present: Councillor Cynthia Isherwood
Councillor Mick Tinker

In Attendance:

Sue Harrison Acting Clerk to the Council
Rachel Allbones Assistant Clerk to the Council

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Vaughan Hughes
Councillor Norman Dinsdale

2. MEMBERS' DECLARATIONS OF INTEREST

No interests were declared.

3. MINUTES

Meeting of Management and Finance Committee Tuesday 9 October 2012

RESOLVED on proposal by Councillor Clarke, seconded by Councillor Key that the minutes of the Management and Finance Committee meeting held on Tuesday 9 October 2012 be confirmed and signed as a correct record.

4. TO CONSIDER MOTION / RECOMMENDATIONS SUBMITTED

Councillor Lesley Rollings arrived at the meeting at 6:37pm.

i. MOTION received from Councillor Tinker

"I propose that a consideration be given to sourcing alternative office accommodation for the Town Council as a matter of urgency."

Members were in agreement that the conditions at Richmond House were not ideal working conditions i.e. heating, lighting, and the move into the 'flat' area of the house was a short term solution.

It was suggested that all asset transfers need looking into thoroughly.

RESOLVED that Councillors Clarke and Rolling research the option of the Town Hall and a working group be appointed at the next meeting of Council with the remit of researching alternative options for office accommodation.

ii. RECOMMENDATIONS received from Personnel Committee

a) **RECOMMENDATION** to the Management and Finance Committee that monies be made available to enable the following training courses to be attended: -

- 1) Basic chainsaw competency - five day course at a cost of £676.24 + specialist footwear at a cost of £70 + cost of 15inch chain for the bar £60.
- 2) Brush cutting operations (strimming) – one day course at Riseholme at a cost of £180 x5 operatives totalling £900.
- 3) Fire warden training for a reserve Officer at a cost of £65 + vat
- 4) Safe use of mowers – one day course at Richmond Park at £174 x4 employees totalling £696.

RESOLVED on proposal by Councillor Key, seconded by Councillor Rollings for the following training to be undertaken and the money to be taken from reserves to fund: -

- 1) Basic chainsaw competency - five day course at a cost of £676.24 + specialist footwear at a cost of £70 + cost of 15inch chain for the bar £60.
- 2) Brush cutting operations (strimming) – one day course at Riseholme at a cost of £180 x5 operatives totalling £900.
- 3) Fire warden training for a reserve Officer at a cost of £65 + vat
- 4) Safe use of mowers – one day course at Richmond Park at £174 x4 employees totalling £696.

b) PAT Testing quotes are being sought and will be reporting to Management and Finance Committee on the evening.

Only one quotation had been submitted for £400. The Acting Clerk advised that a member of staff could be trained in PAT testing for £500.

RESOLVED on proposal by Councillor Rollings, seconded by Councillor Clarke to delegate responsibility to the Acting Clerk to use her discretion as to whether use and outside company to test or train a member of staff once and three quotations had been received.

c) **RECOMMENDATION** to the Management and Finance Committee that authority be given to enlist the services of a tree surgeon to enable a tree survey to take place on the Hickman Bacon Memorial Park at a cost of £200.

RESOLVED on proposal by Councillor Key, seconded by Councillor Dobbie to enlist the services of a tree surgeon to enable a tree survey to take place on the Hickman Bacon Memorial Park at no more than £200.

d) **RESOLVED to refer the** Cemetery sanitary conveniences back to the Personnel Committee to look into further.

e) **RECOMMENDATION** to the Management and Finance Committee that the Acting Clerk's contract be extended for a further 2 month period ending 31 December 2012 on the same Terms and Conditions as previously agreed.

RESOLVED on proposal by Councillor Key, seconded by Councillor Dobbie to extend the Acting Clerks contract for a further 2 month period ending 31 December 2012 and increase weekly hours to 22.5 hours on the same Terms and Conditions as previously agreed.

Note: The Chairman advised that under Standing Order 14d he would alter the order of business and take items 10, 11 and next.

10. TO EXCLUDE THE PUBLIC AND PRESS

RESOLVED to exclude the public and Press for the following items of business as it related to personnel and legal matters.

11. INSURANCE CLAIM UPDATE (Paper G)

Members received Paper G and it was **RESOLVED** to note the progress regarding the claim.

12. STAFFING ISSUES (Papers H & I)

Members received Papers H and I and lengthy discussion ensued regarding the request and the financial difficulties of the Council at this time. Reference was also made to any possible anomalies.

RESOLVED that due to the financial difficulties of the Council at this time the Committee is unable to agree to the requests detailed in Papers H and I, however authority be delegated to the Acting Clerk to resolve any anomalies and report back to Committee.

5. FINANCIAL REPORTS FOR OCTOBER 2012 (Papers A, B & C)

Members considered and debated at length Papers A, B, and C regarding Unpaid Expenditure Transactions for 31 October 2012, Cashbook Summary (including due and unpaid transactions), and Budget Comparison Report.

RESOLVED that the Financial reports for October 2012 be received and approved.

Note: Councillor Key left the meeting at 8:03pm.

RESOLVED that Councillor Rollings take the Chair.

9. UPDATE RE ONGOING LEGAL WORK

The Acting Clerk advised that a draft agreement had been drawn up for the Rowing Club to lease part of Roses Ground and site meeting will be arranged in the near future to determine the actual size of the land to be allocated for the rowing club to site a metal container.

The Acting Clerk also reported that the Solicitors acting on behalf of the Council were refuting a claim regarding monies owed by the Town Council in respect of access over land connected to the General Cemetery .

RESOLVED that the position regarding legal work detailed above and the associated costs be noted.

RESOLVED that the remaining items be deferred until next months agenda.

The meeting concluded at 8:08pm

Chairman