

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 9 October 2012 at 7:30pm

Present: Councillor Paul Key (Chairman)

Councillor Harry Clarke
Councillor Norman Dinsdale
Councillor Vaughan Hughes
Councillor David Manning
Councillor Lesley Rollings

Also Present: Councillor Robin Perry

In Attendance:

Sue Harrison Acting Clerk to the Council

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

No apologies had been received.

2. MEMBERS' DECLARATIONS OF INTEREST

Councillors Clarke, Hughes and Manning declared a personal interest in agenda item 4 as allotment holders.

3. MINUTES

Meeting of Management and Finance Committee Monday 10 September 2012

RESOLVED that the minutes of the Management and Finance Committee meeting held on Monday 10 September 2012 be confirmed and signed as a correct record.

4. TO CONSIDER MOTION / RECOMMENDATIONS SUBMITTED

i. MOTION received from Cllr. Clarke (referred from 5 September Full Council)

“That the Town Council apply for Membership of the National Association of Allotments.”

The Acting Clerk advised on benefits of such membership which included free initial legal advice from their in house lawyer, discounted seeds from the industries best, services of a regional representative and regional panel.

After some discussion it was **RESOLVED** that the Town Council applies for membership of the National Association of Allotments at a cost of £55 per annum.

ii. **RECOMMENDATION** received from Personnel Committee

To considered and approve the Flexi Time Policy (Paper A)

Members considered that the Flexi Policy would help to manage lieu time and would achieve a better work life balance.

RESOLVED that the Flexi Time Policy detailed in Paper A be introduced with office based employees with effect from 1st November 2012 and to the Grounds Maintenance staff with effect from 1st January 2013.

5. **FINANCIAL REPORTS FOR SEPTEMBER 2012** (Papers B, C & D)

Members considered and debated at length Papers B, C and D regarding Unpaid Expenditure Transactions for 27 September 2012, Cashbook Summary (including due and unpaid transactions), and Budget Comparison Report.

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

The Town Council wished to note their gratitude to the District Council for the continued support that they are providing and which it was anticipated would be needed for some time to come.

6. **TO CONSIDER OFFICE OPENING HOURS FOR CHRISTMAS 2012**

The Acting Clerk reported that as Christmas Eve and New Years Eve fell on a Monday it may be prudent to consider closing for business on those days subject to staff taking either annual leave or flexi leave.

Members considered this to be a very practical suggestion.

RESOLVED that the Town Council closes for business on 24th December 2012 and 31st December 2013 subject to employees taking annual or flexi leave.

7. **USE OF LEVELLINGS BY MIDTOWN FOOTBALL CLUB**

Reference was made to correspondence received from Midtown Football Club since the last meeting and members expressed the view that they had made their previous decision without being aware of circumstances surrounding the previous charges to the football club. The Committee agreed that Midtown United Junior Football Club should be charged on the same basis as the other grounds hired out by the Town Council i.e. that they should fall in line with the pricing policies on other facilities.

RESOLVED on proposal by Councillor Dinsdale, seconded by Councillor Hughes that pitch provision for the Midtown United Junior Football Club for the current season should be based on the same pricing policies as other facilities.

Note: Councillor Key wished to be recorded as abstaining from voting on the above resolution.

8. **CLEANING OF THE TOWN COUNCIL OFFICES**

The Acting Clerk reported that currently there was no arrangements in place for cleaning of the Town Councils premises which included offices, toilets and a kitchen, and this has been the situation for some considerable time.

In response to a question she stated that two hours a week would be suffice.

RESOLVED that authority be given for a cleaner to work two hours a week at a cost of £7.20 per hour, being the living wage.

9. TO EXCLUDE THE PUBLIC AND PRESS

RESOLVED to exclude the public and Press for the following item of business as it related to a personnel matter.

Note: The Acting Clerk left the room for the following item.

10. TO CONSIDER MOTIONS OR RECOMMENDATIONS FROM COMMITTEES

i. RECOMMENDATION received from Personnel Committee to ratify position of the Acting Clerk.

RESOLVED on proposal by Councillor Key, seconded by Councillor Clarke that approval be given to remunerate the Acting Clerk on a consultancy basis at the rate detailed in the report for the 3 months period 1st August 2012 – 31 October 2012 on the basis of a 15 hour week.

Note: Councillor Hughes wished to be recorded as abstaining from voting on the above resolution.

The meeting concluded at 9:17pm

Chairman