

# KIRTON IN LINDSEY TOWN COUNCIL FINANCE, GENERAL PURPOSE AND PLANNING COMMITTEE MINUTES

## Minutes of the meeting of Kirton in Lindsey Town Council Finance, General Purpose & Planning Committee held on Monday 12<sup>th</sup> June 2017 at the Town Hall, Kirton in Lindsey at 7.30pm.

Members Present: Cllr Geoff Cossey (Chair), Cllr Pat Frankish, Cllr Kathy Cooper, Cllr Maggie Davies, Cllr Andrew Kofoed

Also present: Martin Hollingsworth, Jack Startin  
Town Clerk: Madeleine Goudie  
Assistant Clerk: Neil Taylor-Matson

Election of Chair – Cllr Cossey was nominated and elected as Chair.

### Public Participation:

Interest was declared in 1706/4(e) - Cemetery Training with an offer to leave the room during the discussion. A question was raised about 17/06/10 - Parish Paths – who was proposed to walk the paths and in what time. A question was raised about 1706/15 - Expenses – what are the expenses for.

### MINUTES

- FGP&P 1706/1      Apologies  
Apologies for absence were received from Cllr Paul Kelly and Cllr Joy Kofoed.
- FGP&P 1706/2      Declaration of Interests / Dispensations  
a. There were no Declarations of Interests reported and no dispensations sought/granted.  
b. There were no dispensations presented to the Clerk prior the meeting.
- FGP&P 1706/3      Minutes of the Previous Meetings  
a. To approve the Minutes of the FGP&P Meeting held on 13<sup>th</sup> March 2017 (*forwarded 14/05/17*)  
**RESOLUTION: That the Minutes were duly signed as a true and accurate record.**  
b. To approve the Minutes of the FGP&P Meeting held on 15<sup>th</sup> May 2017 (*forwarded 19/05/17*)  
**RESOLUTION: That the Minutes were duly signed as a true and accurate record.**
- FGP&P 1706/4      Cemetery Matter  
The Committee considered the purchase of a new combination lock and repairs to the roof and the floor of the cemetery shed  
a. To consider purchase of a new combination lock and for the cemetery shed and any costs involved.  
**RESOLUTION: There is no requirement to purchase a combination lock.**  
**ACTION: Town Clerks**  
b. To consider repairing the roof and floor of the Cemetery shed and any costs involved.  
**RESOLUTION: That the shed should be dismantled rather than repaired.**  
**ACTION: Town Clerks**  
c. To consider the removal of 2 trees within the cemetery and costs involved.  
**RESOLUTION: That the Councillors have a meeting at the cemetery to consider the removal of the relevant trees.**  
**ACTION: Councillors**  
d. To agree the purchase of Cemetery equipment and costs required.  
**RESOLUTION: That the required equipment is purchased**  
**ACTION: Town Clerks**  
e. To agree the Clerk and Assistant Clerk undergoing training by Cllr Jack Startin as per

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recommendation from ICCM.

**RESOLUTION: *That both Clerk and Assistant Clerk undergo an additional 2 hours Cemetery training above their regular hours.***

**ACTION: Town Clerks**

FGP&P 1706/5

Kirton Kipper

a. The Committee considered the suspension of the Meeting to hear a report from Martin Hollingsworth regarding the Kirton Clipper.

**RESOLUTION: *That the meeting was suspended.***

b. It was noted that usage was lower than last year (figures attached) and that no applications had been received for the Project Manager vacancy. It was discussed that promotion of the service was required, and noted that the service could be used by residents to access uphill parts of the Town in place of the 103 service which has declined.

**RESOLUTION: *That information be displayed about the service including pick up points and timings.***

**ACTION: Town Clerks**

FGP&P 1706/6

Play Area

a. The Committee considered the replacement of the damaged bollard on the Green

**RESOLUTION: *That the bollard be replaced in line with the quotation from NLC.***

**ACTION: Town Clerks**

b. The Committee considered replacement and repair of damaged park equipment on the Green

**RESOLUTION: *That the park play equipment be repaired/replaced as per the quotation from Kompan.***

**RESOLUTION: *That a quotation is sought for the repair of protective matting. That the cost of the repair of the waste bin is researched and actioned.***

**ACTION: Town Clerks**

c. The Committee considered the purchase of 2 tonnes of sand for the play area

**RESOLUTION: *That 2 tonnes of sand is purchased and the supplier advised on the location and access issues for delivery.***

**ACTION: Town Clerks**

FGP&P 1706/7

Summer Gala

a. The Committee considered the Risk Assessment for the Summer Gala

**RESOLUTION: *That the Risk Assessment was approved with amendments.***

**ACTION: Town Clerks**

b. The Committee considered amendments to the Summer Gala signage

**RESOLUTION: *Overlays to be purchased at £25 per banner.***

**ACTION: Town Clerks**

FGP&P 1706/8

Christmas Festival

The Committee considered the Risk Assessment for the Christmas Festival.

**RESOLUTION: *That the Risk Assessment was approved with amendments.***

**ACTION: Town Clerks**

FGP&P 1706/9

In Bloom

The delegation of the authority to the Clerk to spend In Bloom monies from within the annual budget was explained by Cllr Cooper.

**RESOLUTION: *That delegation of the authority was agreed.***

FGP&P 1706/10

Parish Paths Partnership

The Committee considered the walking of the Parish Path to assess their current standard. It was agreed that at present this was not good use of the Clerks time.

**RESOLUTION: *That community groups and Councillors be approached, with the plans of the pathways and the information required to assess the current standard – standard of cut, stiles/gates/width of paths and signage.***

**ACTION: Town Clerks**

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- FGP&P 1706/11      North Lincolnshire Council Funding for Shop Fronts  
The Committee considered NLC funding for shop frontages within the Town conservation area  
**RESOLUTION: That promotion is given with a short letter to businesses within the conservation area including a link to the details on the NLC website. A query should also be made regarding retrospective funding.**  
**ACTION: Town Clerks**
- FGP&P 1706/12      Voluntary Action North Lincolnshire (VANL)  
Representation at the VANL AGM on 19 October 2017 was considered.  
**RESOLUTION: That apologies be sent to VANL for this event.**  
**ACTION: Town Clerks**
- FGP&P 1706/13      Society of Local Council Clerks (SLCC) Training  
The Committee considered the Clerk and Assistant attending the SLCC Training Day at the cost of £69 per person.  
**RESOLUTION: That the Clerk and Assistant should attend.**  
**ACTION: Town Clerks**
- FGP&P 1706/14      Community Pot Grant Scheme  
The Committee considered the funding request from Kirton Call Performance Group  
**RESOLUTION: That funding of £300 was approved through the Community Pot Grant Scheme.**  
**ACTION: Town Clerks**
- FGP&P 1706/15      Finance  
The Committee considered payment of the following accounts:  
(i) Travel expenses (course) – Assistant Clerk      £16.00  
(ii) Room Hire – Town Hall      £50.00  
(iii) Town Clerk Mobile – Town Clerk      £ 12.50  
(iv) Stationery - Viking      £ 321.43  
**RESOLUTION: That the accounts be duly paid.**  
**ACTION: Town Clerks**
- FGP&P 1706/16      Agenda for next and future meeting  
The Committee considered items for the next or future meetings and noted a request for reducing the Agenda and Minutes typeface and formatting to reduce printing costs.  
**RESOLUTION: That the typeface and formatting of Agenda and Minutes is reduced.**  
**ACTION: Town Clerks**
- FGP&P 1706/17      Date of next Meeting  
The date and time of the next FGP&P Committee Meeting was confirmed as (subject to any change in circumstances):

**Monday 3<sup>rd</sup> July, 2017 at 7.30pm**

**in**

**the Town Council Offices, 84a South Cliff Road, Kirton in Lindsey**