

 "Stronger together"	Minutes for Grantham Town Council Meeting Friday 18 October 2024	GRANTHAM TOWN COUNCIL Town Council Parlour The Guildhall St Peter's Hill Grantham NG31 6PZ
---	---	---

Present

Cllr Tim Harrison – Chairman
Cllr Marie Reid – Vice-Chairman
Cllr Steve Billingham
Cllr Steve Cunnington
Cllr Wayne Hasnip
Cllr Linda Jackson

Cllr Charmaine Morgan
Cllr John Morgan
Cllr Nik Pattison
Cllr Paul Stokes
Cllr Elvis Stooke
Cllr Bruce Wells

Officers

Anita Eckersley – Clerk to Grantham Town Council
Chloe Goswell – Assistant to the Clerk

LCC Cllr Richard Davies

Members of the Public Kaffy Rice-Oxley, David Burling and Paul O'Reilly

GTC49	Welcome by Chairman The Chairman welcomed everyone to the meeting. Housekeeping information was shared with Town Councillors.
GTC50	Apologies for Absence The Clerk informed Council of the apologies received from: Cllr Chris Noon, Cllr Declan Gibbons, Cllr Lee Steptoe, Cllr Paddy Perry, Cllr Paul Martin, Cllr Rob Jackson, Cllr Rob Shorrocks, Cllr Stacey Cunnington, Cllr Tracey Forman and Cllr Susan Swinburn. These were noted.
GTC51	Declarations of Interest No declarations of interest were recorded but Members were reminded to highlight any interests during the meeting.
GTC52	Terms of Reference for Committees The Chairman noted that the meeting had been called to consider and approve the Terms of References for the Committees.
a	Town Council Terms of Reference Members queried whether Full Council should meet more regularly than on a quarterly basis. A suggestion was made that "the Council should meet ideally 6 weekly but at least quarterly with the provision to call meetings as and when required". It was noted that the Terms of Reference already included the provision for additional / extra ordinary meetings, but the wording could be changed to " <i>at least quarterly</i> ". Also noted was the requirement to refer to the RFO as the Responsible Finance Officer (RFO). In response to a query about whether Public Speaking should be included in the Terms of Reference, it was suggested that this could be put forward by the Member at a future meeting.

a cont'd	<p>Cllr Bruce Wells proposed the Terms of Reference for Council subject to the above amendments and this was seconded by Cllr Paul Stokes. Members unanimously voted to adopt the Terms of Reference for Council subject to the amendments noted above.</p> <p>Resolved: That subject to the change to “<i>at least quarterly meetings</i>” and that the reference to the RFO was shown as Responsible Finance Officer (RFO), that the Terms of Reference for Council were adopted.</p>
b	<p>Governance Committee Terms of Reference</p> <p>Following a discussion about whether the number of members for each committee should be consistent it was suggested that the first bullet point for each of the Terms of Reference for the Committees should read “The Committee to consist of up to 10 members”.</p> <p>Discussion also took place on the final bullet point of Membership, and whether it should read, “vacant spaces would be offered to Cllrs first but the Governance Committee reserved the right to co-opt outside persons as and when required”.</p> <p>In response to a query about there not being a point stating the quorum it was confirmed that this should be in line with the other Terms of Reference stating “three Members or one third, whichever was greater”. It was also noted that this would apply to all the Town Council Committees.</p> <p>Cllr Paul Stokes proposed the Terms of Reference for the Governance Committee subject to the above amendments and inclusions and this was seconded by Cllr Nik Pattison. Members then unanimously voted to adopt the Terms of Reference for the Governance Committee subject to the above amendments and inclusions.</p> <p>Resolved: That subject to the above amendments and inclusions noted above the Terms of Reference for the Governance Committee were adopted.</p>
c	<p>Events Committee Terms of Reference</p> <p>Discussion took place on the requirement for all Town Councillors to get involved with events where possible and that an “unlimited number of members” could be on the Committee. It was felt though that to be consistent with other Committees, the Committee should consist of up to 10 members with additional support from Town Councillors as and when required. No additional amendments were highlighted.</p> <p>Cllr Elvis Stooke proposed the Terms of Reference for the Events Committee, and this was seconded by Cllr Wayne Hasnip. Members then unanimously voted to adopt the Terms of Reference for the Events Committee.</p> <p>Resolved: That subject to the inclusion of the quorum and update on the Committee membership as noted above, the Terms of Reference for the Events Committee were adopted.</p>
d	<p>Personnel Committee Terms of Reference</p> <p>The following points were raised and agreed:</p> <ul style="list-style-type: none"> • The Terms of reference should be amended to reflect “should consist of up to 10 members. • 6b) Should read the same as the Recruitment Policy which says Interviews for the role of Town Clerk or Responsible Finance Officer (RFO), should be undertaken by two members of the Personnel Committee and either the Chairman or Vice Chairman of Grantham Town Council”. • The Responsible Finance Officer should be noted in full with (RFO) after it.

	<ul style="list-style-type: none"> • 6d) Interviews for the role of any other staff other than the role of Clerk or Responsible Finance Office (RFO), will be undertaken by three members of the Personnel Committee plus the Clerk. • 6k) Where there are complaints concerning the Town Clerk, Council or Councillors, these should be referred to the Monitoring Officer at South Kesteven District Council. Guidance from LALC should also be sought as and when required. <p>Cllr Bruce Wells proposed the Terms of Reference for the Personnel Committee, and this was seconded by Cllr Charmaine Morgan. Members then unanimously voted to adopt the Terms of Reference for the Personnel Committee once the above amendments had been included.</p> <p>Resolved: That subject to the above amendments being included, the Terms of Reference for the Personnel Committee were adopted.</p>
e	<p>Finance Committee Terms of Reference</p> <p>Discussion took place on the number of members for the Finance Committee and as previously mentioned the Terms of Reference would need to be amended to reflect “The Committee to consist of up to 10 members”</p> <p>There was a typo on the last bullet point under “Aims” – it should be RFO and not RFP and should be in full. It was also suggested that the RFO should be in full Responsible Finance Officer (RFO). No other amendments apart from the addition of the quorum were suggested.</p> <p>Cllr Wayne Hasnip proposed the Terms of Reference for the Finance Committee, and this was seconded by Cllr Steve Cunningham. Members then unanimously voted to adopt the Terms of Reference for the Finance Committee with the amendments noted above.</p> <p>Resolved: That subject to the above amendments, the Terms of Reference for the Finance Committee were adopted.</p>
f	<p>Planning Committee Terms of Reference</p> <p>In response to a query about the proposed frequency of the Planning Committee meeting, it was suggested that they should meet at least quarterly.</p> <p>Further discussion took place on the volume of Planning information that was being received and currently forwarded to Town Councillors by the Clerk and Assistant Clerk via email. The weekly Planning lists were being sent to all Town Councillors, with other planning information and consultations, being sent to Planning Committee Members and the relevant Ward Councillors.</p> <p>Members were reminded that at present, systems had been put in place to monitor and ensure responses were submitted to Planning in a timely manner. It was important for ALL Town Councillors to respond to these emails with any comments even if it was “no comment”. This system had been put in place due to the present lack of capacity to facilitate a monthly Planning Committee. This would continue but would change over the coming months once there was more capacity to facilitate Planning Committees.</p> <p>A suggestion was made that for the time being, the Terms of Reference for the Planning Committee should reflect that they should meet at least quarterly or as required and where required hold public meetings for consultations with developers.</p> <p>Cllr Charmaine Morgan proposed the Terms of Reference for the Planning Committee, and this was seconded by Cllr Bruce Wells. Members then unanimously</p>

	<p>voted to adopt the Terms of Reference for the Finance Committee with the amendments noted above.</p> <p>Resolved: That subject to the above amendments, the Terms of Reference for the Planning Committee were adopted.</p>
g	<p>IT and Data Protection Committee</p> <p>The following amendments were suggested for the Terms of Reference for the IT and Data Protection Committee.</p> <ul style="list-style-type: none"> • The Title should read IT and Data Protection Committee • The Committee should consist of up to 10 Members • Two typing amendments <p>With no further amendments being suggested, Cllr Bruce Wells proposed the Terms of Reference for the IT and Data Protection Committee, and this was seconded by Cllr Steve Cunnington. Members then unanimously voted to adopt the Terms of Reference for the IT and Data Protection Committee with the amendments noted above.</p> <p>Resolved: That subject to the above amendments, the Terms of Reference for the IT and Data Protection Committee were adopted.</p>
h	<p>Financial Regulations</p> <p>Discussion took place around the responsibilities of the Clerk and the Responsible Finance Officer (RFO). It was suggested that where the role of either the Clerk or the RFO were mentioned, it should include both, such as Clerk or Responsible Finance Officer (RFO).</p> <p>It was noted that the Personnel Committee and Finance Committee would need to look at the feasibility of appointing a Responsible Finance Officer as there was no requirement for the Clerk to be the Responsible Finance Officer. Appointing a Responsible Finance Officer was a legal requirement.</p> <p>It was also noted that there was a typo on page 5 at Item 2.7 in respect of the 's' after the word perform being deleted.</p> <p>As no further amendments or comments were made, Cllr Paul Stokes proposed the Financial Regulations, and this was seconded by Cllr John Morgan. Members then unanimously voted to adopt the amended Financial Regulations.</p> <p>Resolved: That subject to the above amendments, the Financial Regulations were adopted.</p>
i	<p>Delegations to the Town Clerk or Responsible Finance Officer (RFO)</p> <p>Discussion took place on item 6 of the list of delegations around amending the point to read "The Town Clerk (or authorised assistant) will consult with either the Chairman or Vice Chairman of the Town Council regarding a response to consultation documents received by the Council where no member had requested the matter to be considered by a committee"</p> <p>As there were no further amendments, Cllr Wayne Hasnip proposed the Delegations to the Clerk or Responsible Finance Officer (RFO) and this was seconded by Cllr Bruce Wells. Members then unanimously voted to adopt the Delegations to the Clerk or Responsible Finance Officer (RFO).</p> <p>Resolved: That the Delegations to the Town Clerk or Responsible Finance Officer (RFO) document, subject to the above amendment, is adopted.</p>

GTC53	<p>Any Other Business</p> <p>The Clerk reminded Members that calendar invitations for events during Remembrance Week in November and been sent out. Members were asked to confirm their attendance. Following a discussion about whether the robes could be worn during some of the events, concerns around potential confusion for the public between the Ambassador Role and former mayoral role were raised.</p> <p>Cllr Wayne Hasnip proposed that consideration be given to looking at whether there were suitable robes that could be worn, and this was seconded by Cllr John Morgan. A vote was then undertaken, and the majority were in favour of consideration being given to robes being worn. There was 1 against and 1 abstention.</p> <p>Resolved: That consideration would be given to robes being worn during Remembrance Week and a date arranged for the Ambassador and Deputy Ambassador to attend the Parlour to look at what robes would be available.</p> <p>Members were also reminded that the Bikers Run would be taking place on Sunday 24 November and Members would be asked to assist at the event.</p>
	<p>The Chairman referred to a local school donating some practical office furniture to the Town Council. Amongst the furniture were some desks that could be used for meetings. Consideration would need to be given to what furniture should remain in the parlour and he noted that this would probably be an item on the November Town Council Meeting.</p> <p>Reference was made to the Lease for the Parlour which was due to expire at the end of November. Discussions with South Kesteven District Council were taking place and more details would be provided at the November meeting.</p> <p>The Ambassador noted that a defibrillator had recently been donated by Grantham Kesteven Rotary Club and had been informed that they would be responsible for the ongoing maintenance.</p> <p>The Ambassador also noted that she was in the process of arranging and donating a Christmas Tree for the Tree Festival at St Wulfram's Church later in November. The aim was for the tree to be donated to Wyndham Park after the Festival. It was noted that as the Town Council did not own the land, a conversation would need to take place with South Kesteven District Council in respect of the potential donation and siting of the tree.</p> <p>Members were also informed that a bench for Big George (George Garrett) would shortly be placed opposite the tree that was planted for him in Abbey Gardens. A bench would also be placed in the cafe in Morrison's. A flat cap was also included as part of the bench.</p> <p>It was also noted that the Budget Setting and precept figure for 2025-2026 was in the process of being considered and would be brought to the Town Council Meeting in November. A preliminary meeting with South Kesteven District Council was being arranged.</p>
GTC54	<p>Date of Next meetings</p> <p>Next Scheduled meeting – 19:00 on Thursday 28 November 2024</p> <ul style="list-style-type: none"> • To consider the 2025-2026 Precept • The Parlour Lease • The Maintenance and Rent charges
	<p><i>Meeting Closed at 20:20</i></p>