



Sleaford Town Council

I hereby give you notice that Annual Meeting of Sleaford Town Council will be held in the **Source, Sleaford**, on Wednesday 11th May 2011 at 7.30pm **or earlier if the public speaking time ends sooner.**

All members of Sleaford Town Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

At 7.00 pm prior to the start of the meeting the Mayor of Sleaford will present cheques to his Charities

At 7.15 pm There will be a period of ten minutes prior to the commencement of the meeting when members of the public can ask questions; your attendance is requested during this period

Prior to the start of the meeting ALL COUNCILLORS must have completed their Declarations of Acceptance of Office. These to be brought to the meeting.

The Register of Interest forms may also be handed in at this meeting.

*** NB: Declarations of Acceptance and the Register of Interests (enclosed)**

AGENDA

- 1. ELECTION OF MAYOR OF SLEAFORD FOR THE YEAR 2011/2012.**
- 2. DECLARATION OF ACCEPTANCE OF OFFICE** – To receive the Mayor's declaration of Acceptance of Office.
- 3. APOLOGIES FOR ABSENCE** – to be given, with reasons, to the Clerk.
- 4. TO RECEIVE DECLARATIONS OF INTEREST** in accordance with the 2000 Local Government Act
- 5. CLERK'S NOTES**
 - From the meeting, April 6th 2011, – accepting as Minutes.
 - Take note of the Clerk's Notes from the Annual Town Meeting on March 30th, – for adoption as Minutes in 2011 by the 2010 Town Meeting.
- 6. ELECTION OF DEPUTY MAYOR OF SLEAFORD FOR THE YEAR 2011/12**
- 7. PRESENTATION OF A PAST MAYOR BADGE.** Councillor Jack Collings to receive the award.
- 8. ELECTION OF THE LEADER OF THE COUNCIL.** Leader for 2011/12 to be elected.
- 9. TOWN COUNCIL REPRESENTATIVES** – to elect Council representatives on various outside organisations – details circulated.

10. **CLERK's REPORT** – if any.

11. **COMMITTEES:** to consider whether the Strategy Committee and Finance Committee should become the single Finance and Strategy Committee.
NOTE – all councillors to bring their Committee Preference forms to this meeting.

12. **CHRISTMAS MARKET** – Volunteers needed to assist with the organisation and management of this event. Date of first Working Group meeting – Tuesday May 24th at 4pm.

13. **COUNCIL MEETING VENUE** – That the Town Council considers using the Source for all meetings.

14. **TRAINING.**

- All new Councillors and any wishing a 'refresher' will be booked to attend the evening seminar in Cranwell on June 11th, 7pm to 9pm. In accordance with the established Training policy.
- Chairmen, Mayor, and Vice chairmen – required to attend 'Chairmanship Training' – next available – Cranwell, Thursday June 23rd, 7pm-9pm. In accordance with the established Training policy.
- Other Training – see details circulated – all the seminars are free to Councils in the Training Scheme – councillors to make their booking through the Clerk and not directly.

15. **ADOPTION/RE-ADOPTION OF DOCUMENTS:**

Standing Orders, Financial Regulations, Grievance procedure, Disciplinary Procedure, Complaints Procedure.

16. **FINANCE MATTERS:**

- **Financial report** – to receive a financial report.
- **Transfer to reserves** – agreement to transfer residue from 2010/11 into reserves

17. **STREET ART** – From General Purposes Committee: The Committee recommended to Full Council that the type of artwork may be misunderstood and be open to vandalism – is not appropriate for the Town.

18. **RESOLUTION TO MOVE INTO CLOSED SESSION.** To be proposed that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw.

19. **STAFFING ISSUE – LINE MANAGEMENT CLARIFICATION – CLERK.**

Next meetings:

Wednesday May 18th, Meeting for business and committee selection.

Wednesday May 26th – Services Committee meeting – with short Full Council meeting if necessary.

Shelagh

Mrs Shelagh McIntyre

Clerk. May 5th, 2011