



Sleaford Town Council

I hereby give you notice that the Annual Meeting of Sleaford Town Council will be held in **The Source, Sleaford, on Wednesday May 28th 2014 at 7:15pm 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 7:00pm there will be an open forum where Members of the public can ask questions

AGENDA

NOTES

1. **ELECTION OF CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2014/2015.**
2. **DECLARATION OF ACCEPTANCE OF OFFICE** – To receive the Chairman's Declaration of Acceptance of Office.
3. **APOLOGIES FOR ABSENCE** – to be given, to the Clerk.
4. **DECLARATIONS OF INTEREST.** To receive any Personal or Disclosable Pecuniary Interests.
5. **CLERK'S NOTES.**
 - Notes of the Full Council Meeting, 9th April and 14th May, for accepting as Minutes.
 - Notes of the Annual Town Meeting, April 2nd 2014 – for information.
6. **ELECTION OF DEPUTY CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2014/15.**
7. **PAST MAYOR BADGE.** Former Mayor Councillor B Watson.
8. **TOWN COUNCIL REPRESENTATIVES** – to elect Council representatives on various outside organisations – details circulated.
9. **CLERK'S REPORT:**
 - Current Working Group Members List circulated for revision.
10. **TO APPROVE APPOINTMENT OF MEMBERS OF STANDING COMMITTEES** (details circulated.)

11. **APPOINT CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES.**
- Applications Committee
 - Services Committee
 - General Purposes Committee
 - Personnel Committee
 - Finance & Strategy Committee
12. **PANELS:** To resolve the Membership of the following panels for 2014/15:-
- Grievance Panel:** Chairman/Vice Chairman plus 2 Councillors as appropriate.
- Disciplinary Panel:** Chairman/Vice Chairman of Personnel plus 2 Councillors as appropriate.
- Appeals:** Chairman/Vice Chairman plus 2 Councillors as appropriate – not necessarily STC Councillors.
- Appointment Panel:** Chairman/Vice Chairman plus Committee Chairmen as appropriate.
13. **FORMAL (RE) ADOPTION OF POLICY DOCUMENTS:**
- Standing Orders and A Councillor’s Guide to Standing Orders, Policies and Working Practices March 2014 – **previously circulated May 2014.**
 - Financial Regulations – draft model from LALC version 1, **previously circulated F&S 14th May 2014.**
 - Council Finance Risk Assessment (enclosed)
 - Complaint Procedures (enclosed)
 - Model Publication Scheme (enclosed)
 - Staff Handbook
14. **MATTERS OF AN URGENT NATURE**
- Programme of review and revision of existing and additional Statutory Policy Documents, Committee Terms of Reference etc.
15. **RESOLUTION TO MOVE INTO CLOSED SESSION.** To propose 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”.
16. **TOWN COUNCIL INSURANCE –** Renewal 1st June 2014, report attached.
17. **CEMETERY FOOTPATHS -** To approve recommendation of F&S Committee 14th May with regard to appointment of contractor.

Mrs M Waddingham
Assistant Clerk
Sleaford Town Council

21st May 2014