

Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of the **General Purposes Committee Meeting** will be held at **The Source, Riverside, Sleaford** on **Wednesday November 2nd, 2011 at 7:45pm, or earlier if the prior meeting ends sooner.** All members of the General Purposes Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

The business to be dealt with at the meeting is listed in the agenda

AGENDA

Welcome by Chairman

- 1) **APOLOGIES.** Apologies, with reasons to be given to the Clerk.
- 2) **DECLARATIONS OF INTEREST.** To receive declarations of interest in accordance with 2000 Local Government Act.
- 3) **MINUTES.** Notes from the previous meeting held on Sept 14th 2011, to be approved as Minutes.
- 4) **CHAIRMAN'S REPORT** – if any.
- 5) **CLERK'S REPORT**, if any.
- 6) **GRANTS AND AWARDS** – to examine the Grants and awards element of the budget and set a figure for 2012/13.
 - Receive a letter from the Friday Night Football
 - To examine correspondence concerning the Sleaford Sports Association.
 - Letter received from Home-Start, Sleaford.
 - Citizens Advice Bureau – Annual report and accounts received. Would be happy to organise a visit for Councillors – 40% of their work is Sleaford based.
 - RBL – approve purchase of wreath 2011 together with possible donation.
- 7) **DEVOLVED FUND FOR WARD.** Report from Cllr D Suiter.

8) FINANCIAL MANAGEMENT REPORT.

- Regular Committee Report.
- Examine draft budget and set 2012/13 budget.

9) UPDATES/PROGRESS REPORTS

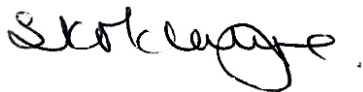
- **Christmas Market.** Update on various meetings held.
- **Sleaford Awards** – meeting arranged – update.
- **Town Guide** – Mr C Blackman has supplied some pictures, TC staff are preparing editorial.
- **Armed Forces Day Meeting** – attended by Cllr G Titmus – report circulated.

10) OFFICE OPENING TIMES

- **Generally during the normal working week.**
- **During the Christmas – New Year period.**

11) 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”.

12) OFFICE AND DEPOT COMPUTER UPGRADE. To examine a report and quotes recommending a two year project for upgrading the office computers.



Mrs Shelagh McIntyre
Clerk

October 27th, 2011