



Sleaford Town Council

Mrs S.M. Scholes, Clerk to Sleaford Town Council,
3 Mill House, Carre Street,
Sleaford, Lincolnshire, NG34 7TW

Dear Councillor,

You are summoned to attend the **ANNUAL MEETING of Sleaford Town Council**, to be held in **The Source, Sleaford, Wednesday 20th May 2015 at 7:15pm** with a Public Forum lasting no longer than, and up to, 15 minutes. Upon conclusion of the Public Forum the Annual Meeting of the Council will commence promptly. Please note that if no members of the public are present then the Annual Meeting will commence at 7:15pm

Mrs S Scholes, Clerk to Sleaford Town Council.

13th May 2015

AGENDA

1. **ELECTION OF CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2015/2016.**
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. DECLARATIONS OF INTEREST.**” To receive Declarations of Interest from Members.
5. **ELECTION OF DEPUTY CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2015/16.**
6. **PRESENTATION OF PAST YEAR'S MAYOR'S BADGE.**
7. **APPROVE MINUTES OF:**
 - 7.1 Full Council Meeting, 8th April, 2015. Copy attached.
 - 7.2 Full Council Meeting, 22nd April, 2015. Copy attached.
8. **CO-OPTION OF COUNCIL MEMBER** – To resolve to co-opt a Member to the Council and agree a procedure for interviewing applicants.
9. **LEADER OF THE COUNCIL:** To Resolve to Re-investigate the role of Leader of the Town Council and agree a course of action to be implemented by the Council. Information available to date attached.

- 10.A **TO APPROVE AND ADOPT FINANCE REGULATIONS AND STANDING ORDERS (Previously Circulated):**
- 10.A.1 Financial Regulations
 - 10.A.2 Standing Orders
- 10.B **TO APPROVE AND ADOPT OTHER POLICY DOCUMENTS (Previously Circulated):**
- 10.B.1 Bullying & Harassment (1)
 - 10.B.2 Bullying & Harassment (2) Members of the Public
 - 10.B.3 Committee Terms of Reference
 - 10.B.4 Guide to Handling Complaints & Complaint Procedure
 - 10.B.5 Grant Aid Policy
 - 10.B.7 Model Publication Scheme - Incorporating Policy for handling Freedom of Information Requests.
 - 10.B.8 Safeguarding Policy
 - 10.B.9 Volunteers' Policy
11. **TO APPROVE APPOINTMENT OF MEMBERS OF STANDING COMMITTEES Preference List to Follow.**
- 11.1 Applications Committee
 - 11.2 Services Committee
 - 11.3 General Purposes Committee
 - 11.4 Personnel Committee
 - 11.5 Finance & Strategy Committee
12. **TO APPOINT CHAIRMAN AND VICE CHAIRMAN OF THE ABOVE COMMITTEES.**
13. **TO NOTE THE COUNCIL'S ASSET REGISTER (Under Review).** Copy attached with report.
14. **TO REVIEW THE COUNCIL'S INSURANCE POLICY AND DISCUSS /AGREE ON ANY AMENDMENTS.** Report attached.
15. **TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES** – to elect Council representatives – details previously circulated.
16. **CLERK'S REPORT:** If any
17. **FINANCES:** To approve payment of Accounts as Lists (6 of) attached.
18. **PLANNING MATTER:** Handley Chase Development, Land to the South of London Road. To approve post resolution 106 agreement with regard to the development. Globe Consultants Report attached/to follow.
19. **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".
20. **PERSONNEL MATTERS:**
- 20.1 To consider professional advice received. (Confidential Report to follow.)