

Sleaford Town Council

I hereby give you notice that Annual Meeting of Sleaford Town Council will be held in the **Source, Sleaford, on Wednesday May 23rd 2012 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

AGENDA

1. **ELECTION OF CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2012/2013.**
2. **DECLARATION OF ACCEPTANCE OF OFFICE** – To receive the Chairman's/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 meetings, April 4th 2012 and May 2nd 2012, – accepting as Minutes.
6. **ELECTION OF DEPUTY CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2012/13.**
7. **PRESENTATION OF A PAST MAYOR BADGE.** Councillor J Charlesworth to receive the award.
8. **ELECTION OF THE LEADER OF THE COUNCIL.** Leader for 2012/13 to be elected.
9. **TOWN COUNCIL REPRESENTATIVES** – to elect Council representatives on various outside organisations – details circulated.
10. **CLERK'S REPORT** – if any.
11. **TO APPROVE APPOINTMENT MEMBERS OF STANDING COMMITTEES** (details circulated.)

12. **APPOINT CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES.**

- Applications
- Services Committee
- General Purposes Committee
- Personnel Committee
- Finance & Strategy Committee

13. **PANELS:** To resolve the format of the following panels. Below is format approved for 2012/13:-

Grievance Panel: Deputy Mayor plus 2 Councillors as appropriate.

Disciplinary Panel: Chair of Personnel plus 2 Councillors as appropriate.

Appeals: Mayor plus 2 Councillors as appropriate – not necessarily STC Councillors

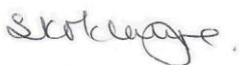
14. **ADOPTION OF EXISTING POLICY DOCUMENTS:**

- Standing Orders and Financial Regulations (enclosed)
- Grievance/Disciplinary/Appeals Procedure (enclosed)
- Financial Risk Assessment (from May 16th F&S)
- Complaint Procedures (enclosed)
- Model Publication Scheme – information to be published (adopted F&S 25th Jan 2012)

Next meetings:

Wednesday May 30th, Full Council (end of year finance.)

Wednesday May 6th – Services Committee meeting.



Mrs Shelagh McIntyre
Clerk.

May 16th 2012