



## **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 29<sup>th</sup> 2013 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 2013/2014.**
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 disclosable pecuniary interests in accordance with the Localism Act 2011.
5. **CLERK'S NOTES.**
  - Notes of the Full Council Meeting, May 23<sup>rd</sup> 2012, for accepting as Minutes.
  - Notes of the Annual Town Meeting, April 3<sup>rd</sup> 2013 – for noting only.
6. **ELECTION OF DEPUTY CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2013/14.**
7. **PRESENTATION OF A PAST MAYOR BADGE.** Councillor T Mayfield to receive the award.
8. **TOWN COUNCIL REPRESENTATIVES** – to elect Council representatives on various outside organisations – details circulated.
9. **CLERK'S REPORT:**
  - Note current Working Groups.
10. **TO APPROVE APPOINTMENT MEMBERS OF STANDING COMMITTEES** (details circulated.)

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

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

12. **NUMBERING ERROR** – discovered after photocopying and numbering the items for the below listed.

13. **PANELS:** To resolve the format of the following panels. Below is format approved for 2013/14:-

**Grievance Panel:** Vice Chairman plus 2 Councillors as appropriate.

**Disciplinary Panel:** Chairman of Personnel plus 2 Councillors as appropriate.

**Appeals:** Chairman plus 2 Councillors as appropriate – not necessarily STC Councillors.

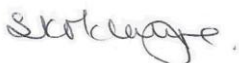
14. **FORMAL READOPTION OF EXISTING POLICY DOCUMENTS:**

- Standing Orders and Guide to Standing Orders.
- Council Risk Assessment
- Complaint Procedures (enclosed)
- Model Publication Scheme
- Member/Officer Protocol
- Stress in the workplace
- Staff Handbook
- Asset Register

15. **LEADER** – Report attached with recommendations concerning what had been the responsibilities of the LEADER.

16. **FROM OTHER COMMITTEES:**

- **Personnel Committee, May 8th:** Formally approve new HR Advisor.
- **Services Committee, April 24<sup>th</sup>:** Cemetery – Millfield Gate – whether to open longer hours in the week.



Mrs Shelagh McIntyre  
Clerk.

May 23<sup>rd</sup> 2013