

**SLEAFORD TOWN COUNCIL
MEETING OF THE FULL COUNCIL**

Minutes of the Meeting of the **Full Council** held on
Wednesday April 10th 2013 at 7:45pm
in The Source, Southgate, Sleaford

PRESENT: Councillor T Mayfield (Chairman)

Cllr B Watson	Cllr J Mathieson	Cllr K Dolby
Cllr M Graves	Cllr D Suiter	Cllr K Fernandes
Cllr G Jackson	Cllr G Titmus	Cllr J Titmus
Cllr D Birks	Cllr D Vere-Critcher	Cllr D Andrews
Cllr M Allan	Cllr J Charlesworth	Cllr H Lorimer

Also Present: 1 member of the press and one member of the public. Mrs S McIntyre (Clerk), and Mrs L Savage, (R.F.O.).

Prior to the meeting, one member addressed the Council about some issues relating to the Tesco development.

The Chairman welcomed all present and opened the meeting at 7:50pm.

FC.1 APOLOGIES. Apologies, with reasons, had been given to the Clerk from Councillor B Dunbar-Beckford. This was accepted.

FC.2 DECLARATIONS OF INTEREST. To receive disclosable pecuniary interests in accordance with the Localism Act 2011. There was none.

FC.3 CHAIRMAN'S REPORT. The Chairman said this was his final opportunity to chair a Full Council meeting. He thanked everyone for their support. The recent Awards evening had shown what wonderful people we have in Sleaford.

FC.4 CLERK'S REPORT.

- Action Log. This was circulated. The next round will not include the 'green' sections as agreed.
- Quality Status – The QS scheme was under review. The Clerk hoped Councillors had completed the recently requested survey. Until a new/revised scheme is approved, all applications are suspended.
- LALC County Council circular – enclosed.
- Farmers Market – volunteers needed to collect money May onwards. May to September completed – volunteers still needed for October/November and December.
- Chairman's report from Personnel Committee meeting April 3rd. This was noted.
- NKDC – official letter received re Money's Yard toilets – 12 month lease only. This to go to the Services Committee.
- Letter from Silk Willoughby PC re their replies to the Core Strategy Consultation. Copies to Cllrs if requested.

FC.5 FINANCIAL MATTERS. Overview of whole Council finances.

- Virements and movements prior to end of year. Cllr M Graves said there are still some virements to be made. The expected surplus for the year

should be around £53k. Once this is finalised it will be presented to the end of year Full Council meeting with the necessary recommendations.
Cllr H Lorimer questioned the 'Holiday Play Schemes' budget line explained this is for the Friday Night Football.
The report was accepted and noted.

FC.6 MINUTES. To look at the Clerk's Notes from the meetings held on February 13th 2013, and accept them as Minutes of this meeting.

It was proposed by Cllr D Andrews and seconded by Cllr D Birks, that the Notes from February 13th 2013, be accepted as Minutes of that meeting.

Vote – 15 for. 1 abstention. The Resolution was passed, the Chairman signed the Minutes.

FC.7 COMMITTEE MEETING NOTES: To take note of the Clerk's notes from the last round of committee meetings which will then go to their next meetings for approval as Minutes. Management Committee, February 26th 2013, Services, February 27th 2013, General Purposes, March 6th, 2013, Personnel, March 8th and Finance & Strategy, February 27th and March 20th, 2013.

FC.8 FROM OTHER COMMITTEES/WORKING GROUPS.

- Christmas Market Committee – report attached.
Cllr J Charlesworth explained some of the detail. The report contained some preliminary suggestions. He explained the recommendations. There were questions about the opening time, the lights and Traders involvement. There were comments about a sub-committee being the organising group. Finance would be the biggest problem.
The Clerk explained her concerns about a sub-committee. It should go back to being a committee entirely independent from the Council and the members of the public who have expressed an interest should be asked to join. She said there was no longer an Officer available to assist with the Market, other than the civic side. There are no admin resources other than taking the market bookings.
Cllr M Allan agreed. There are ways of subsidising a Committee. The Council allowed the Officer post to disappear as many of the duties could be done voluntarily.

Cllr G Titmus said last year an ad hoc group 'muddled through' and did a pretty good job – however, Terms of reference and a structure was needed.

Recommendations: It was proposed by Cllr J Mathieson and seconded by Cllr B Watson that the Christmas Market Working Group be disbanded and a sub-committee is set up to manage the process throughout its completion in December 2013. The sub-committee should consist of not more than 6 members with the option of temporarily co-opting other Councillors and residents as appropriate.

Vote 14 for; 1 against; 1 abstention. The Resolution was passed.

It was proposed by Cllr J Mathieson and seconded by Cllr D Suiter that the sub-committee will identify and manage the budgets required, and will include looking into the Christmas lights.

Vote 15 for; 1 abstention. The resolution was passed.

The Christmas Market opening time is to be passed through to this Committee – to review the timing of the event.

- Personnel – recommendation regarding the Management Committee. Report enclosed. Cllr B Watson explained the reason for the recommendation. The main problem was the formal nature of a Standing Committee and that the Personnel Committee had become detached from the Clerks management. The Clerk had no method of informal discussion and advice due to the constraints of agendas/minutes etc.

It was proposed by Cllr H Lorimer and seconded by Cllr M Allan that the current Management Committee should be disbanded as from the annual Meeting of the Town Council on May 29th. An alternative support structure, to feed into the Personnel Committee should be properly advised through LALC beforehand.

Vote 16 for. The Resolution was passed.

Cllr M Graves asked that it be minuted that should a researched solution not come to that meeting, then the Personnel Committee will resume the Clerk's day to day management.

- Finance & Strategy – to formally note the Internal Auditor's report – circulated and discussed March 20th. This was noted.

FC.9

REPRESENTATIVES ON OUTSIDE BODIES. Any Councillor who has represented the Council on their nominated outside body is asked to report to the Full Council meeting after this representation.

- **Sleaford Renewable Energy Liaison.** Cllr B Watson explained the Clerk had been involved in setting up the administration. He was the TC representative on the main panel and this week they had examined two grant applications. There were some questions about the Fund which were answered by Cllr B Watson and the Clerk.
- **Neighbourhood Watch** – verbal report - Cllr J Charlesworth. He said there is to be a half year meeting next week. There are starting to be some details about Towns and Parishes being able to have volunteer Beat Officers – at a cost.

8.50pm. Cllr D Vere-Critchler and then Cllr B Watson (8.51pm) left the meeting.

8.53pm. Both Cllrs returned.

- **Business Breakfast.** Cllr D Birks explained the recent breakfast and a presentation about the benefits of using internet, social media and other e-tools to promote businesses.

FC.10

OTHER AD-HOC COUNCIL REPRESENTATION – Councillors invited to meetings etc on an ad-hoc basis – are asked to report to the Full Council meeting following their meeting.

- **Network Rail Meeting** - avoiding line update – Cllr K Dolby. He explained his report which was accepted.
- **Armed Forces Day** – Cllr G Titmus explained his report. He answered some questions concerning the main event being organised in Nottingham.
- **Farm Bridge** – verbal report – Cllr J Charlesworth. There is to be a meeting at the end of May.

FC.11 MEETING DATES - List of proposed meeting dates for 2013/14 – to note and approve. One minor typing correction.

FC.12 TOWN COUNCIL SURGERIES. Report from attached. Cllr G Titmus said Sat April 6th had been very well attended and was enjoyable.

FC.13 CHAIRMAN/MAYOR – discuss whether to agree Vice Chairman to be nominated as Chairman/Mayor designate - to be elected in the Annual Meeting of the Town Council on May 29th 2013. As per Guide to Standing Orders, page 2. The Clerk explained this was so a Chairman/Mayor designate could start looking at the Mayoral invitations. Cllr Charlesworth clarified that someone else could still stand for election in the Annual Meeting.

It was proposed by Cllr M Allan and seconded by Cllr T Mayfield that Cllr B Watson be nominated as Chairman/Mayor designate in the Annual Meeting. Cllr B Watson was willing to be so nominated.

Vote 3 for. 3 abstentions. The Resolution was carried.

FC.14 ROLE OF COUNCIL LEADER - Report attached. Cllr B Watson explained his report. He said any duties could be carried out by the Vice Chairman. He and Cllr M Graves spoke about the role of Leader. Without a Leader, the workload would have to be divided more clarity will be needed. Cllr G Titmus said a Leader could be re-elected annually so provides continuity. Cllr M Allan said that without line management responsibility the duties could be taken on by the Vice Chairman.

Cllr K Dolby said the advice from NALC and LALC was clear. He proposed and Cllr H Lorimer seconded that the role of Leader should not continue after the Annual Town Meeting on May 29th.

Vote 14 for. 1 against; 1 abstention. The resolution was carried.

FC.15 ANNUAL TOWN MEETING:- Preliminary report from meeting – enclosed.

'Bus shelter for the Market place.

It was proposed by Cllr K Fernandes and seconded by Cllr D Vere-Critchler that office staff should make further enquiries with LCC and NKDC about the practicalities and protocols of installing a 'bus shelter on the market place.

Vote 16 for. The Resolution was passed.

FC.18 Fields in Trust. It was proposed by Cllr G Jackson and seconded by Cllr K Fernandes that this item be heard in open public session.

Vote 7 for; 2 against; 6 abstentions. The Resolution was passed.

Cllr M Allan did not understand why the lease had not been signed previously as the process had been agreed. There were some questions about the lease and Cllr D Birks asked if the TC had taken legal advice.

Cllr K Dolby said it had been discussed in detail over the last year, Mr J Leeson had given a presentation, the draft lease had been circulated at that time and there had been almost unanimous support for the project.

Cllr G Jackson proposed and Cllr H Lorimer seconded that the Chairman and Vice Chairman sign the lease, witnessed by the Clerk.

Vote 12 for; 1 against; 3 abstentions. The lease was signed.

FC 16 **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”. Proposed by Cllr D Vere-Critchler and seconded by Cllr T Mayfield.

Vote 16 for. The Resolution was passed. The press and public left the room.

FC.17 From Finance and Strategy - **Eastgate Car park WG** – meeting held February 8th and March 15th. A report from the WG to go to FC on April 10th. The Clerk said the deadline for this written report is April 3rd. No report received by this date

Cllr M Allan explained why there was no report. He said that the car park income should be maximised, but this issue could not be isolated.

9.50pm. It was resolved that the meeting continues after 2 hours, to conclude this item.

It was resolved that the lease be renewed, unchanged, for a period of 12 months as from April 1st 2013.

There being no further business, the meeting was closed at 9.55pm.