



## Sleaford Town Council

Mr Kevin Martin, Clerk to Sleaford Town Council,  
The Town Hall, Quayside House, Navigation Yard, Sleaford, Lincs, NG34 7TW

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To: All Members of Sleaford Town Council

You are summoned to attend the **ANNUAL MEETING of Sleaford Town Council**, to be held in **The Town Hall, Quayside House, Navigation Yard, Sleaford on Wednesday 17<sup>th</sup> May 2017 at 7:00pm**

**There will be a public forum before the meeting commences for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council, about any item listed on this agenda.**

**“Any member of the press or public desirous of filming or audio recording this public meeting is requested to notify the Council’s Proper Officer, giving 24 hours’ notice to enable reasonable facilities to be made available to accommodate their requirements.”**

**Prior to the start of the meeting there will be a Minutes silence in Memory of a former Councillor & Mayor – Mr Gordon Blythe**

Mr K Martin, Clerk to Sleaford Town Council.

11<sup>th</sup> May 2017

### AGENDA

- 1. Election of Chairman/Mayor of Sleaford for the year 2017/2018**
- 2. Declaration of Acceptance of Office** – To receive the Chairman’s Declaration of Acceptance of Office
- 3. Apologies for Absence** – To receive and accept apologies where valid reasons for absence have been given to the Clerk, prior to the meeting

4. **Declarations of Interest.** To receive any declarations of pecuniary interests in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPIs
5. **Election of Deputy Chairman/Deputy Mayor of Sleaford for the year 2017/2018**
6. **Presentation of Past Year's Mayor's Badge**
7. **Minutes.** Notes of the Council Meetings held on 26<sup>th</sup> April 2017 and 8<sup>th</sup> May 2017, to be **approved** as Minutes (attached)
8. **To approve and adopt all Chapters of the Constitution:-**
  - 8.1 Introduction of the Constitution of STC – Chapter 1 (changes made & attached)
  - 8.2 How the Council is Organised – Chapter 2 (changes made & attached)
  - 8.3 Standing Orders – Chapter 3 (changes made & attached)
  - 8.4 Staff Hand Book – Chapter 5
  - 8.5 Training Statement of Intent – Chapter 6
  - 8.6 Civic Protocol – Chapter 7
  - 8.7 Member & Employee Protocol (Principles of Good Practice) – Chapter 8 (changes made & attached)
  - 8.8 Code of Conduct – Chapter 10
  - 8.9 Health & Safety Policy – Chapter 11
  - 8.10 Corporate Governance Policy – Chapter 12
  - 8.11 Risk Management Strategy – Chapter 13
  - 8.12 Accessibility Policy – Chapter 14
  - 8.13 Information Policy, Freedom of Information & Data Protection – Chapter 15
  - 8.14 Publication Scheme – Chapter 16
  - 8.15 Community Engagement Strategy – Chapter 17
  - 8.16 Communications, Press & Social Media Policy – Chapter 18 (changes made & attached)
  - 8.17 Volunteers' Policy – Chapter 19
  - 8.18 Grant Aid Policy – Chapter 20
  - 8.19 Bullying & Harassment – Chapter 21
  - 8.20 Bullying & Harassment by the Public – Chapter 22
  - 8.21 Filling of a Casual Vacancy – Chapter 23
  - 8.22 Complaints Procedure Policy – Chapter 24
  - 8.23 Child & Vulnerable Adult Protection Policy – Chapter 25
  - 8.24 Anti-Fraud & Corruption Policy – Chapter 26
  - 8.25 Confidential Reporting Policy – Chapter 27
  - 8.26 Whistle-Blowing Policy – Chapter 28

**Note: Chapter 4 Financial Regulations & Chapter 9 RFO Protocol will be presented to Council at its meeting on the 24<sup>th</sup> May 2017**

9. **Election to Panels**
  - 9.1 Human Resources (up to 5 members)
  - 9.2 Finance and Assets (up to 7 members)
  - 9.3 Culture, Events and Markets (up to 7 members)
  - 9.4 Services (up to 7 members)
  - 9.5 Clerk Management Panel – (3 members of which two are the Mayor & HR Panel Lead)

10. **NG34 Plan** – to confirm by resolution STC participants on the Group
11. **Clerk's Report.**
  - 11.1 Meeting dates – to approve meeting dates from May 2017 to May 2018 (attached.)
  - 11.2 Monthly Surgeries – to discuss continuation or otherwise of monthly surgeries including location and make recommendations as appropriate
  - 11.3 Casual Vacancies – verbal update
12. **Town Council Representative on Outside Bodies** – to elect Council representatives (attached)
13. **PLANNING MATTERS** - Councillors are reminded that queries on Planning Applications should be directed to the office before the meeting
  - 13.1 **Current Planning Applications** – Officer Recommendation for **no comments** (attached)
14. **Finance.**
  - 14.1 Expenditure Transactions for approval:-
    - a) Regular Direct Debits/Standing Orders for **retrospective approval** (attached)
    - b) BACS payments made for **retrospective approval** (attached)
    - c) Pending BACS payments for **approval** (attached)
    - d) Pending cheque payments for **approval** (attached)
    - e) Credit Card payment for **approval** (attached)
    - f) Request for 2 volunteers to sign paperwork
  - 14.2 Purchase of New Stiga grass cutting machine (attached)
15. **Resolution to move into Closed Session.** “To **resolve** whether to exclude the public and press for the consideration of the following confidential matters.”
16. **Boston Road Site Access** – update from the Clerk  
(Subject in closed session as it is subject to a third-party confidentiality clause)