



Sleaford Town Council

Dear Councillor,

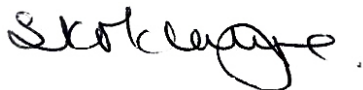
I hereby give you notice that a meeting of **The Full Council** will be held in **THE SOURCE, Sleaford** on **Wednesday December 5th, 2012, 7:45pm.** All members of Sleaford Town Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

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. **APOLOGIES.** Apologies, with reasons to be given to the Clerk.
2. **DECLARATIONS OF INTEREST.** To receive disclosable pecuniary interests in accordance with the Localism Act 2011.
3. **CHAIRMAN'S REPORT,** if any.
4. **CLERK'S REPORT.**
 - **Remembrance Day** - to note protocols were revised by NKDC and implemented on the day.
 - **Website** – This project will be worked with during the Christmas Period
 - **Use of e-mails** – to note report.
 - **Farmers' Market** – rota to be passed around for volunteers to collect market rents for first few markets of 2013
5. **FINANCIAL MATTERS.**
 - **Budget** - to formally approve the budget for 2013/14 and precept request.
6. **MINUTES.** To look at the Clerk's Notes from the meetings held on October 17th 2012, and accept them as Minutes of those meetings.
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, October 30th, 2012, Services, October 31st, 2012, General Purposes, November 7th, 2012 and Finance & Strategy November 21st, 2012. **Personnel Committee – Nov 30th – notes will be circulated as soon as possible, prior to this meeting.**

8. **FROM OTHER COMMITTEES/WORKING GROUPS.**
Personnel Committee –
- Approve virement from the committee underspend this financial year into 'Capital Programme'.
 - **Replacement Committee member:** To accept Personnel Committee recommendation - either to remain with 7 councillors or to elect a new Committee Member.
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.
- Usefulness of attending the Business Breakfast. Report attached.
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.
11. **COMMITTEE TERMS OF REFERENCE –** To officially approve General Purpose's, Finance & Strategy and Personnel Committee's TOR – already approved by their respective committees. – enclosed.
12. **TOWN COUNCIL SURGERIES.** Reports attached. To review and consider whether to continue holding Surgeries in 2013.



Mrs Shelagh McIntyre
Clerk
November 29th, 2012