



## Sleaford Town Council

To: All Members of Sleaford Town Council.

You are hereby summoned to attend the next meeting of Sleaford Town Council to be held at **The Town Hall, Quayside House, Navigation Yard, Sleaford** on **WEDNESDAY 1<sup>st</sup> August 2018 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.**

Mr K Martin  
Clerk to Sleaford Town Council  
26<sup>th</sup> July 2018

### AGENDA

1. **Chairman's Welcome**
2. **Apologies for Absence** - To receive and accept apologies where valid reasons for absence have been given to the Clerk, prior to the meeting (7:03pm)
3. **Declarations of Interest** – To receive declarations of interest under the Localism Act 2011 – being any **pecuniary interest** in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensations (7:05pm)
4. **Minutes** - Notes of the Council Meeting held on 18<sup>th</sup> July 2018, to be approved as Minutes (attached) (7.08pm)
5. **Chairperson's Report** (7.15pm)
  - 5.1 **Mayoral invitations** – update
  - 5.2 **Greylees** – verbal update
  - 5.3 **Sleaford Community Radio** – verbal update
6. **PLANNING MATTERS** - Councillors are reminded that queries on Planning Applications should be directed to the office before the meeting (7.20pm)
  - 6.1 **Current Planning Applications** – Officer Recommendation for **no comments** (attached)
7. **PANEL REPORTS** (7.30 pm)
  - 7.1 **Culture, Events, and Markets** – Notes with recommendations (listed on attached report) to Council for consideration from the meeting held on 18<sup>th</sup> July 2018.
  - 7.2 **Finance & Strategy** – Nothing for this meeting. Meeting to be arranged.
  - 7.3 **Services & Assets** – Nothing for this meeting.

8. **FINANCE - Councillors are reminded that queries on Finance matters should be directed to the office before the meeting (7.40pm)**
  - 8.1 Regular Direct Debits/Standing Orders for **retrospective approval** (attached)
  - 8.2 BACS payments made for **retrospective approval** (attached)
  - 8.3 Pending BACS payments for **approval** (attached)
  - 8.4 Request for 2 volunteers to sign paperwork
  
9. **INTERNAL AFFAIRS (7.55pm)**
  - 9.1 Annual Inspection of Accounts – The near 7-week period permitting public inspection of our 2017/18 accounts has now passed. There were no requests to view received. The External Audit will be completed by 30<sup>th</sup> September 2018. **For noting only**
  
10. **Clerk’s Report – Internal Affairs**
  - 10.1 **Minutes and Standing Orders** - report and recommendation (attached)
  - 10.2 **Code of Conduct; Press and Social Media Policies** – verbal update from Clerk
  - 10.3 **Low Level ASB matters** – report from Clerk (attached)
  
11. **EXTERNAL AFFAIRS (8.10pm)**
  - 11.1 **Sleaford Castle** – report, attachment and recommendation (attached)
  - 11.2 **Updates from Ward, District & County Councillors**, if any
  
12. **Clerk’s Report – External Affairs**
  - 12.1 Verbal update from clerk, if any
  
13. **Resolution to move into Closed Session.** “To resolve whether to exclude the public and press for the consideration of the following matter.”  
  
**The following items are in Closed Session as they relate to staffing matters.**
  
- 14.1 **HR Panel** – notes and recommendations from last meeting (attached)
- 14.2 **HR Panel** – verbal update on applications and shortlisting for Deputy Clerk vacancy