



## 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 16<sup>th</sup> May 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

10<sup>th</sup> May 2018

### AGENDA

1. **Election of Chairperson/Mayor of Sleaford for the year 2018/2019**
2. **Declaration of Acceptance of Office – To receive the Chairperson’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 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**
5. **Election of Deputy Chairperson/Deputy Mayor of Sleaford for the year 2018/2019**
6. **Presentation of Past Year’s Mayor’s Badge**
7. **Minutes. Notes of the Council Meeting held on 2<sup>nd</sup> May 2018, to be approved as Minutes (attached)**

- 8. To approve and adopt all Chapters of the Constitution: -**
- 8.1 Introduction to the Constitution of STC – Chapter 1 (attached)
- 8.2 How the Council is Organised – Chapter 2 (attached)
- 8.3 Standing Orders – Chapter 3
- 8.4 Financial Regulations – Chapter 4
- 8.5 Staff Hand Book – Chapter 5 (Currently being reviewed)
- 8.6 Training Statement of Intent – Chapter 6
- 8.7 Civic Protocol – Chapter 7
- 8.8 Member & Employee Protocol (Principles of Good Practice) – Chapter 8
- 8.9 RFO Protocol – Chapter 9
- 8.10 Code of Conduct – Chapter 10
- 8.11 Health & Safety Policy – Chapter 11
- 8.12 Corporate Governance Policy – Chapter 12
- 8.13 Risk Management Strategy – Chapter 13
- 8.14 Accessibility Policy – Chapter 14
- 8.15 Information Policy, Freedom of Information & Data Protection – Chapter 15 (To be amended to reflect GDPR requirements)
- 8.16 Publication Scheme – Chapter 16
- 8.17 Community Engagement Strategy – Chapter 17
- 8.18 Communications, Press & Social Media Policy – Chapter 18
- 8.19 Volunteers’ Policy – Chapter 19
- 8.20 Grant Aid Policy – Chapter 20
- 8.21 Bullying & Harassment – Chapter 21
- 8.22 Bullying & Harassment by the Public – Chapter 22
- 8.23 Filling of a Casual Vacancy – Chapter 23
- 8.24 Complaints Procedure Policy – Chapter 24
- 8.25 Child & Vulnerable Adult Protection Policy – Chapter 25
- 8.26 Anti-Fraud & Corruption Policy – Chapter 26
- 8.27 Confidential Reporting Policy – Chapter 27
- 8.28 Whistle-Blowing Policy – Chapter 28
- 8.29 Display Screen Equipment Policy – Chapter 29
- 8.30 Lone Working Policy – Chapter 30
  
- 9. Panel Reports and Elections to Panel 2018/19**
- 9.1 **Culture, Events and Markets** – Notes from meeting held on 2<sup>nd</sup> May 2018, for noting only (attached)
- 9.2 **Finance & Assets** – Notes with recommendations (listed on attached report) to Council for consideration from the meeting held on 1<sup>st</sup> May 2018
- 9.3 **Services** – Notes with recommendation (listed on attached report) to Council for consideration from the meeting held on 24<sup>th</sup> April 2018
- 9.4 To appoint councillors to Human Resources Panel (up to 5 members)
- 9.5 To appoint councillors to Finance & Strategy Panel (up to 7 members)
- 9.6 To appoint councillors to the Culture, Events & Markets Panel (up to 7 members)
- 9.7 To appoint councillors to the Services & Assets Panel (up to 7 members)
- 9.8 Clerk Management Team – (3 members of which two are the Chairperson/Mayor & HR Panel Lead)
  
- 10. Clerk’s Report.**
- 10.1 Monthly Surgeries – to discuss, and agree if required, continuation of monthly surgeries

11. **Town Council Representatives on Outside Bodies – to elect Council representatives (attached)**
  
12. **GDPR Compliance**
  - 12.1 To note that that requirement to have a Data Protection Officer is currently subject to a change in Government Legislation
  - 12.2 To adopt the Data Map (attached)
  - 12.3 To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy (attached)
  - 12.4 To adopt the Privacy Policy and Privacy Notices and Consent Form (attached)
  - 12.5 To note that the Council is already registered as a Data Controller with the ICO
  
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)**
  - 13.2 **18/0485/FUL – Sleaford Day Nursery, 1A The Drove, NG34 7AP – Erection of single storey side, rear and front extensions together with conversion of loft to form additional accommodation.**
  - 13.3 **18/0462/ADVICE - Former Advanta Seeds Site, Southgate – Clearance & redevelopment of former Advanta seeds site with existing access from Southgate. Scheme to include 6 retail units, C2 retirement living use, A3/A5 coffee shop use & a replacement bowls club facility & new access from Boston Road with 450 parking spaces.**
  
14. **FINANCE**
  - 14.1 **Annual Governance Statement – Section 1 – to receive and approve statements covering the Council’s 2017/18 accounts for external audit purposes (attached)**
  - 14.2 **Annual Accounting Statements – Section 2 – to receive and approve accounting return for external audit purposes for 2017/18 (attached)**
  - 14.3 **Exercise of Public Rights Monday 11<sup>th</sup> June – Friday 20<sup>th</sup> July 2018 (attached) for noting**
  - 14.4 **Annual Internal Audit Report for 2017/18 - (attached) for noting**
  - 14.5 **Banking Instructions – Confirmation of councillors eligible to sign on Council mandate for approval (attached)**
  - 14.6 **Purchase of replacement vehicle and disposal of existing vehicle - (attached) for approval**