



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 11th February 2015 at 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.

At 7:30pm, prior to the meeting starting, there is a 15 minute period set aside for members of the public to address the Council. Your attendance is requested for this time.

“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.”

AGENDA

NOTES

1. **APOLOGIES.** Apologies, with reasons to be given to the Clerk.
2. **DECLARATIONS OF INTEREST.”** To receive declarations of pecuniary interests in accordance with the Localism Act 2011 and to receive declarations of personal interests”.
3. **CHAIRMAN’S REPORT.**
 - 3.1 Welcome to Cllr A. Snookes
 - 3.2 Mayoral Functions – verbal update.
 - 3.3 Deputy Mayoral Functions – verbal update.
 - 3.4 Request for support National Armed Forces Day in N. Lincolnshire – Copy letter attached.
 - 3.5 Handley Chase Development, update.
4. **CLERK’S REPORT MATTERS OUTSTANDING AND PROGRESS MADE.**
 - 4.1 Meeting Notices, Agendas and Minutes – Report attached.
 - 4.2 Open Space Land Tamar Court, off Church Lane – Report attached.
5. **MINUTES.** To look at the Clerk’s Notes of the Full Council meetings and accept them as Minutes of these meetings.
 - 5.1 10th December 2014,
 - 5.2 24th December 2014
 - 5.3 14th January 2015
 - 5.4 28th January 2015
6. **CLERK’S NOTES. For information only, no discussion.**
Services 7th January 2015. General Purposes 14th January 2015.
Finance & Strategy 26th November 2014. Personnel 19th November 2014.
(Personnel 21.01.15 and F&S 28.01.15 not yet available.)

7. COUNCIL ELECTIONS 7th May, 2015.

- 7.1. Election Briefing Session 24th February, 7.00p.m. Open to Councillors & interested persons. Confirmed Bookings required. – Copy attached
- 7.2 Election Timetable – Copy attached
- 7.3 Review STC Meeting Dates prior to election and beyond.

8 FINANCE

- 8.1 **To receive Financial Report of R.F.O.** – attached.
- 8.2 **Final Budget & Precept 2015/16** To receive RFO & Project Lead report (Attached)
- 8.3 Write off Unpaid Debts – Confidential Report Attached.

- 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.

- 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.

- 10.1 Liaison with Sleaford/Lincoln Chamber of Trade – Cllr M. Graves.

11. FROM OTHER COMMITTEES/ APPOINTMENT PANELS

12. TOWN COUNCIL SURGERIES:

- 12.1 6th December 2014 – Cllr P McCallum
- 12.2 17th January 2015 – Cllr K. Dolby

13. FORTHCOMING EVENTS FOR FORMAL APPROVAL & INFORMATION

- 13.1 Bert Holland Fun Fair – 10th May – 17th May 2015, for approval.
- 13.2 Sleaford Town Awards March or April 2015 – date t.b.c.
- 13.3 St. George's Day event – 25th April 2015 – date t.b.c.

14. POLICIES – To discuss and adopt, if appropriate.

- 14.1 Bullying & Harassment Policy (draft v.1, as amended and approved at Personnel Committee 21.01.15)
Part I – Staff and Members of Council.
Part II – Members of the Public.
- 14.2 STC Tree Management – Report, Cllr G. Titmus

- 15. **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”.

- 16. **From Other Committees** Resolution of Cemetery Headstone issue. See attachment.

17. Confidentiality Issues.

- 18. **C.P.O.** Meeting held with NKDC & LCC.

19. **Office Premises**, update.
20. **Costings for Recreation Ground Large Gates**, if available.
21. **STAFFING MATTERS**, if any

A handwritten signature in cursive script that reads "Sheila Scholes". The signature is written in dark ink and is positioned above the typed name.

Mrs S Scholes
Acting Clerk & Proper Officer
5th February 2015