



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 16th March, 2016 at 7.15p.m.**

At 7:00pm, 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. Please note that if no members of the public are present the Council Meeting will commence at 7:00p.m.

“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.”

Mrs. S.M. Scholes, Clerk,
10th March 2016

NOTES

AGENDA

1. **CHAIRMAN'S WELCOME**
- 2.
3. **APOLOGIES FOR ABSENCE** and reasons given.
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 DPs.
5. **COUNCIL MEMBER**
 - 4.1 To welcome newly elected Council Member, Richard Willis, Mareham Ward and to note completion of Declaration of Office (17.02.16)
5. **MINUTES.** Notes of the Full Council Meetings, to be approved as Minutes. **Attached.**
 - 5.1 9th December 2015;
 - 5.2 6th January 2016 (extra);
 - 5.3 20th January 2016 (extra);
 - 5.4 3rd February 2016 (extra)
6. **CHAIRMAN'S REPORT**
 - 6.1 To receive a verbal report from Chairman
 - 6.2 Civic Attendance Reports - for noting (**Attached.**)
 - 6.3 Civic Service Sunday 8th May 2016 at 3pm.
 - 6.4 Working Groups – Request that minimum three days’ notice of meetings is given via STC office.

7. CLERK'S REPORT, if any

- 7.1 Matter of LALC advice on STC training sessions, Recorded Vote protocol – Report attached
- 7.2 From Services & Amenities - 20.01.16. – S106 Monies, Tamar Court/Church Lane – to ratify that the Council does not wish to take ownership of the open space site in its present condition. Report attached.
- 7.3 Request from the Services & Amenities Committee Chairman to postpone meeting scheduled for Monday 21st March. To agree new date of Monday 25th April.
- 7.4 STC Representation on Outside Bodies and other Ad Hoc – Confirmation that these have been standard items on the Agenda for several years.

8. CLERK'S NOTES/MINUTES. For information only Attached.

- 8.1 Planning Applications: 2nd December 2015; 6th January 2016; 27th January 2016 and 17th February 2016.
- 8.2 Services & Amenities: 20th January 2016.
- 8.3 General Purposes: 3rd February 2016.
- 8.4 Finance & Strategy: 2nd December 2015.
- 8.5 Personnel: 10th February 2016 and 1st March 2016

9 FINANCE . (Councillors are reminded that queries on Finance should be directed to the office before the meeting)

- 9.1 Financial Report – verbal update from Project Lead.
- 9.2 Dual Control for electronic banking transactions on behalf of the Council – To receive a report and accept recommendation. (attached.)
- 9.3 Regular payments from Council's bank account – to receive a report and recommendation. (attached)
- 9.4 Christmas Market – from GP 03.02.16 – To receive a report and recommendation. attached.
- 9.5 Honorarium Payments – from GP 03.02.16. To ratify backdated Honorarium payment for 2014.
- 9.6 Items of a financial nature from F&S 02.03.16 – to receive a report and recommendation. (attached.)

10. REPRESENTATIVES ON OUTSIDE BODIES AND WORKING GROUPS.

- 10.1 Sleaford Museum Trust – report from Cllr G Titmus. (attached)

11. OTHER AD-HOC COUNCIL REPRESENTATION. None for this meeting.

12. FORTHCOMING EVENTS FOR APPROVAL/NOTING. None for this meeting.

13. FROM OTHER COMMITTEES

- 13.1 Neighbourhood Plan WG – To receive an update from the Working Group (attached.)
- 13.2 To ratify the Terms of Reference and the request for an allocated budget line and officer input (Attached)

14. AMENDMENT OF EXISTING MARKET LICENCE - To resolve to authorise the Clerk to sign off amended licence, expiry date 31 October 2016 (attached.)

15. CEMETERY

- 15.1 Muslim Burials – from Services & Amenities 20.1.16 - To ratify Committee acceptance of Recommendations (Copy report to Service Committee attached.)

16. STANDING COMMITTEE VACANCIES – To resolve to fill Standing Committee vacancies on the General Purposes Committee and the Services & Amenities Committee. (current Committee membership attached.)

17. **VACANT VICE CHAIRMAN POSITIONS** – To resolve to fill vacant Vice - Chairmen's position on the Services & Amenities and Finance & Strategy Committees.
18. **TO RESOLVE MATTERS RAISED IN REQUESTS FOR AN EXTRA ORDINARY MEETING (04.03.16) AND MOTION TO MAKE RECOMMENDATIONS AS APPROPRIATE**
- 18.1 To receive a request that "The Council resolves to terminate the Council's Strategic Planning Working Group and that all matters and correspondence associate with the "Tesco site" are presented to all members of the Council." - Report to follow from Cllr A Brand.
- 18.2 Papers submitted by Cllrs Brand and Allan, (Attached)
- **Introduction:(Items Numbered 1 – 4)**
 - **Paper A: Strategic Plan Working Group Terms of Reference**
 - **Paper B: Constitution Working Group Terms of Reference**
19. **RESOLUTION TO MOVE INTO CLOSED SESSION.** "To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter(s)"
20. **SECURITY OF INFORMATION, SLEAFORD TOWN COUNCIL** – Report from Clerk attached.
21. **EXERCISE OF OPTION AND PURCHASE OF QUAYSIDE HOUSE** – To receive a report and make recommendations as appropriate. (Attached.)
22. **LAND RELATING TO FORMER PROPOSED TESCO SLEAFORD SITE**
Notes of informal meeting NKDC (previously circulated) – to resolve whether to act on informal NKDC advice. Also E-mail 07.03.16 attached.
23. **PERSONNEL ISSUES.**
- 23.1 From Personnel 01.03.16 – To ratify the appointment of an HR Consultant, with effect 1st April 2016 and to request a supplementary estimate for 2016/17 subject to a further review of the Personnel Budget. (Reports attached containing financial consideration and business proposal.)
- 23.2 From Personnel 10.02.16 – To ratify appointment of Weekend Services Operative.
- 23.3 From Personnel 10.02.16 – To ratify appointment of Clerk/RFO.
- 23.4 From Personnel 01.03.16 - To ratify the appointment of a Management Committee comprising Chair of Full Council, Deputy Chair of FC and Council Leader to line manage the Clerk, reporting to Full Council; creating Terms of Reference, with a review after six months; **NB: External advice received, the Management Committee should not include the Chair of Full Council.)**