

**SLEAFORD TOWN COUNCIL
MEETING OF THE GENERAL PURPOSES COMMITTEE**

Minutes of the meeting of the **General Purposes Committee** held on
Wednesday November 13th, 2013 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Cllr G Jackson (Chairman)

Cllr D Vere-Critcher	Cllr D Birks	Cllr M Suffield
Cllr D Suiter	Cllr B Dunbar-Beckford	Cllr T Mayfield
Cllr B Watson	Cllr K Fernandes	Cllr J Mathieson

Also Present: Cllr K Dolby, Cllr M Allan, Cllr M Graves, 1 member of the press and 3 members of the public.

Mrs M McIntyre (Clerk), Mrs M Waddingham, (Assistant Clerk)

The Chairman welcomed all to the meeting, including new Committee member, Cllr M Suffield.

GP.1 APOLOGIES. There were no apologies.

GP.2 DECLARATIONS OF PECUNIARY INTEREST. There were none.

GP.3 MINUTES. The Clerk's Notes from the meeting held on September 25th, 2013, had been circulated.

It was proposed by Cllr D Vere-Critcher and seconded by Cllr T Mayfield that the Notes from September 25th, 2013, be accepted as Minutes of that meeting.

Vote – 9 for; 1 abstention. The Resolution was passed, the Chairman signed the Minutes.

GP.4 CHAIRMAN'S REPORT. There was no report.

GP.5 CLERK'S REPORT.

- **Action Log** – Noted
- **Town Fund Donation** – visit to Rhubarb Theatre – recipient of a grant – report was noted
- **Office Opening during Christmas:** Office opening times over Christmas – Christmas Eve – 10-12; Frid 27th and Monday 30th 10-2pm; New Year's Eve 10-12pm. (Last year the office was closed Christmas Eve and NY Eve.) This does not reflect staff working hours. This was noted.
- **Letter of general support to St Deny's Church Council** – Cllr D Birks declared an interest. It was agreed that the Chairman, Vice Chairman and Clerk would formulate a suitable standard letter of support.

GP.6 FINANCIAL MANAGEMENT REPORT.

- Regular Committee Report. Cllr B Watson and the Clerk explained the Entertainment Budget. The Clerk to work with RFO and make some adjustments.
Cllr B Watson spoke about budgeting for Honary Freedom. The Clerk clarified that she had tried to contact RAF Cranwell to see about this. Honorary Freedom to go to Full Council to see if the TC wishes to commemorate the anniversary.

It was proposed by Cllr D Vere-Critchler and seconded by Cllr T Mayfield to accept the Report.

Vote – 10 for. The Resolution was passed.

- Budget 2014/2015 – discuss/approve committee budget.

The Clerk explained the cost of the additional Christmas lighting. There was a short discussion concerning costs of a full election.

It was proposed by Cllr D Vere-Critchler and seconded by Cllr J Mathieson to accept the Budget for 2014/2015.

Vote – 9 for and 1 abstention. The Resolution was passed.

GP.7 UPDATES/PROGRESS REPORTS

- **Town Council Newsletter** – WG not met
- **Website** – Analytic data. Cllr D Suiter said the information is very useful. Cllr M Graves said the data provided may not be an accurate record and explained some possible reasons for this. Office to make contact with IT consultant for clarification as to “visits by keyword.”

GP.8 CHRISTMAS MARKET – Update from Christmas Market Committee

- To note the Market Sub-committee. Cllr D Vere-Critchler explained there had been a Meeting prior to this meeting, and confirmed everything for the day is now in place.

Cllr M Allan asked if it was the intention to operate the Christmas Market at a nil cost. Cllr D Vere-Critchler answered yes, and did confirm that there were funds left over from the BID.

Cllr B Watson asked if there were enough volunteers to marshal on the day – Cllr Vere-Critchler – not at present.

There was a discussion concerning volunteers manning the STC gazebo which will be with main contact point for lost children. Cllr M Suffield asked for enhanced CRB checks. The Clerk to speak to Cllr C Darch about this.

- To resolve that the Christmas Market sub-committee manages its own budget under a separate Sub-Committee budget, with lines exclusive to that sub-committee. This was proposed by Cllr D Vere-Critchler and seconded by Cllr T Mayfield.

Vote – 8 for and 2 abstentions. The Resolution was passed.

GP.9 POLLING CARDS - To discuss issuing polling cards for all TC elections.

Cllr M Allan said an earlier election had a very poor turnout and his views were that this was because Polling Cards had not been issued.

Cllr B Watson said it is tax payer’s money and they should know how their money is being spent.

It was proposed by Cllr K Fernandes and seconded by Cllr D Suiter that the policy of this Council is that polling cards will be used in all Town Councillors Elections. This policy is the “default” setting, if there is insufficient time to bring individual

cases to the appropriate committee for discussion and a decision. The public to be made aware of the costs, after elections.

Vote – 8 for and 2 abstentions. The Resolution was passed.

GP.10 ELECTRONIC COMMUNICATION. Chairman.

The Chairman explained that NKDC are carrying out a trial with their Councillors using Tablets. He explained how much cost and staff time, is being spent on photocopying agenda packs.

Councillors discussed advantages and disadvantages of electronic communications and the current problems with .gov e-mail addresses.

Cllr B Watson suggested that 4 Councillors volunteer using communications on a trial period, using their own equipment. Volunteers:- Cllr J Mathieson, Cllr M Suffield, Cllr M Graves and Cllr B Watson. Cllr M Suffield to be lead Councillor – before trial starts, minor problems to be sorted.

Cllr M Graves expressed concerns about marking the confidential yellow pages.

GP.11 LIAISON WITH OUTSIDE AGENCIES.

The Chairman explained and asked that all Councillor bring their ideas to the next meeting.

There being no further relevant discussion, the Chairman closed the meeting at 9:00pm.