



Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of the **General Purposes Committee Meeting** will be held at **The Source, Riverside, Sleaford** on **Wednesday March 5th 2014, at 7:30pm**. All members of the General Purposes Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

The business to be dealt with at the meeting is listed in the agenda

AGENDA

NOTES

Welcome by Chairman

1. **APOLOGIES.** Apologies, with reasons to be given to the Clerk.
2. **DECLARATIONS OF INTEREST.** To receive Disclosable Pecuniary or personal interests.
3. **MINUTES.** Notes from the previous meeting held on January 15th 2014, to be approved as Minutes.
4. **CHAIRMAN'S REPORT,** if any.
5. **CLERK'S REPORT**
 - **Action Log** –enclosed - questions before meeting please contact office.
 - **Honorary Freedom** – suggestion from RAF Cranwell – that the Honorary Freedom Commemorations be tied in with the Armed Forces Day in Sleaford centre on 29 June 2014.
6. **FINANCIAL MANAGEMENT REPORT.**
 - Regular Committee Report – circulated.

7. **GP BUDGET REPORT**
 - To receive a report from the RFO.
8. **UPDATES/PROGRESS REPORTS**
 - **Town Council Newsletter** – update.
 - **Website** – Analytic data attached.
 - **Sleaford Awards** – to receive a report from the Office Manager – attached.
9. **CHRISTMAS MARKET** – Update from Christmas Market Committee – Sub committee debrief meeting to be fixed when possible.
 - **New Committee** - Chairman - Proposal to Full Council that a new committee is formed with the sole responsibility for Christmas market and the Christmas lights.
10. **ST GEORGE’S DAY MARKET.**
 - To receive a report from the Office Manager - attached.
11. **ELECTRONIC COMMUNICATION.** Report from Councillors involved in the ‘tablet trial’ with any recommendations for amending/improving. Update on the possibility of changing passwords and Councillors email addresses.
12. **WEBSITE MATTERS.** To agree an annual increase to the I.T. Consultant for website updates – to receive a report from the RFO.
13. **B.T. BROADBAND.** To agree to a broadband upgrade and line savings – to receive a report from the RFO.
14. **LIAISON WITH OUTSIDE AGENCIES** – list of organisations attached.
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. **CHRISTMAS LIGHTS**
 - Tree lights were faulty over the festive period – to investigate - consider protocols for reporting in the future.
 - Invoice received for Christmas lights – invoice on hold – to receive a report from the office.