



Sleaford Town Council

Dear Councillor,

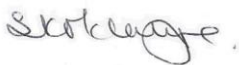
I hereby give you notice that a meeting of **The Full Council** will be held in **The Source, Sleaford** on **Wednesday June 5th, 2013 at 8:00pm, or earlier if the Application Meeting ends sooner.** All members of Sleaford Town Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

AGENDA

Welcome remarks by the Chairman

1. **APOLOGIES.** Apologies, with reasons to be given to the Clerk.
2. **DECLARATIONS OF INTEREST.** To receive disclosable pecuniary interests in accordance with the Localism Act 2011.
3. **CHAIRMAN'S REPORT**, if any.
4. **CLERK'S REPORT.**
 - Committee packs – report attached.
 - Action Log – circulated.
 - Our Communities – details circulated – does the TC wish to write to the MP as described?
5. **MINUTES.** To look at the Clerk's Notes from the meetings held on April 10th, and May 22nd 2013, and accept them as Minutes of these meetings.
6. **CLERK'S NOTES.** To look at the Clerk's Notes from the last round of committee meetings which will then go to their next meetings for approval as Minutes. Services, April 24th 2013, General Purposes, May 1st 2013, Personnel, May 8th 2013 and Finance & Strategy, May 15th 2013.
6. **FINANCE:**
 - a) To receive Financial Report.
 - b) Recommendations from Finance & Strategy May 15th, regarding transfer, virements etc.
 - c) End of year – to receive and approve end of year accounts and records – including Reserve Accounts.
 - d) Audit documents – External audit - to receive completed S.1, to agree and complete S.2.
 - e) Recommended surplus money transferred.

7. **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.
 - **Business Breakfast** – Cllr D Birks (report attached)
 - **Neighbourhood Watch** – Cllr J Charlesworth (report attached)
 - **Connect 2** – Cllr J Charlesworth (report attached)
8. **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.
 - **NKDC Partnership** – Reports from Cllr J Charlesworth and Miss L Vokes (circulated.)
9. **TOWN COUNCIL SURGERIES:**
 - Report from May 4th 2013 – verbal report from Cllr M Allan.
 - To review to continue holding Surgeries (resolution from FC Dec 5th - *to continue for a 6 month trial period, starting in February 2013. These to be held the first Saturday of every month, from 10am – 12 noon, to coincide with the Farmers' Market.*)
10. **FIELDS IN TRUST** – To discuss and decide if to organise an unveiling of the plaque ceremony on the Recreational Ground.
11. **SLEAFORD MUSEUM TRUST.** Next stages – report from Cllr G Titmus enclosed
12. **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”.
13. **MONEY’S YARD TOILET LEASE** - To note and sign the lease.
14. **OFFICE PREMISES** – Note any developments, - agree resolution(s) if needed.



Mrs Shelagh McIntyre
Clerk.

May 30th 2013