



Sleaford Town Council

Mr Kevin Martin, Clerk to Sleaford Town Council,
The Town Hall, Quayside House, Navigation Yard, Sleaford, Lincs, NG34 7TW

To: All Members of Sleaford Town Council

You are summoned to attend the **ANNUAL MEETING of Sleaford Town Council**, to be held in **The Town Hall, Quayside House, Navigation Yard, Sleaford** on **Wednesday 15th May 2019** at **7:00pm**

There will be a public forum before the meeting commences for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council, about any item listed on this agenda.

Mr K Martin, Clerk to Sleaford Town Council

9th May 2019

AGENDA

1. **Welcome from outgoing Mayor**
2. **Nominations for, and appointment of, Chairman/Mayor of Sleaford for the year 2019/2020**
3. **Presentation of Past Year's Mayor's Badge**
4. **Declaration of Acceptance of Office** – To receive the Chairman's Declaration of Acceptance of Office
5. **Nominations for, and appointment of, Deputy Chairman/Deputy Mayor of Sleaford for the year 2019/2020**
6. **Declaration of Acceptance of Office** – To receive the Deputy Chairman's Declaration of Acceptance of Office
7. **Apologies for Absence** – To receive and accept apologies where valid reasons for absence have been given to the Clerk, prior to the meeting
8. **Declarations of Interest** - To receive declarations of interest under the Localism Act 2011 – being **any pecuniary interest** in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation.

9. **Minutes.** Notes of the Council Meeting held on 17th April 2019, to be **approved** as Minutes (attached)
10. **Panel Reports and Elections to Panel 2019/20**
 - 10.1 **Culture, Events and Markets** – Notes with recommendations (listed on attached report) for consideration from meeting held on 15th April 2019
 - 10.2 **Services & Assets** – Meeting held on 23rd April was inquorate, so no business was transacted
 - 10.3 **Finance & Strategy** – Notes with recommendations (listed on attached report) to Council for consideration from the meeting held on 18th April 2019 – including Financial Regulations – Chapter 4 (attached)
11. **To approve and adopt all Chapters of the Constitution from Chapters 1 to 30 which can be viewed by the following link** <https://www.sleaford.gov.uk/policies.html>
- 12 **To approve and adopt the Panel Terms of Reference** (attached)
 - 12.1 **Culture, Events and Markets**
 - 12.2 **Finance & Strategy**
 - 12.3 **Human Resources**
 - 12.4 **Services & Assets**
- 13 **Appointments to Panels**
 - 13.1 To appoint Councillors to the Culture, Events & Markets Panel (up to 7 members)
 - 13.2 To appoint Councillors to Finance & Strategy Panel (up to 7 members)
 - 13.3 To appoint Councillors to Human Resources Panel (up to 5 members)
 - 13.4 To appoint Councillors to the Services & Assets Panel (up to 7 members)
 - 13.5 To appoint Councillors to the Clerk's Management Team – (3 members of which two are the Chairman/Mayor & HR Panel Lead)
- 14 **Appointments to Outside Bodies** – to elect Council representatives (attached)
15. **Clerk's Report.**
 - 15.1 **Timetable of all Meetings** – To approve a meeting schedule for Council and Panel Meetings for 2019/20
 - 15.2 **Meet and Greet Session for Councillors** – to agree date, location and time
- 16 **PLANNING MATTERS - Councillors are reminded that queries on Planning Applications should be directed to the office before the meeting**
 - 16.1 **Current Planning Applications** – Officer Recommendation for **no comment** (attached)
17. **Closed Session**

To resolve to move:

'That under Section 100 (a) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item on the grounds that, if they were present, there could be disclosed to them exempt information as defined in the relevant paragraphs of Schedule 12A of the Act.'
18. **HR**
 - 18.1 To receive notes and recommendations from the HR Panel of 29th April 2019 (attached)