

**SLEAFORD TOWN COUNCIL
ANNUAL GENERAL MEETING OF THE FULL COUNCIL**

Minutes of the Annual General Meeting of the **Full Council** held on
Wednesday 28th May, 2014 at 7:00pm, at The Source, Sleaford

PRESENT: Councillor K Dolby, (Chairman)

Cllr D Birks	Cllr C Darch	Cllr M. Graves
Cllr B Dunbar-Beckford	Cllr K Fernandes	Cllr G. Titmus
Cllr G Jackson	Cllr J Mathieson	Cllr T. Mayfield.
Cllr M Suffield	Cllr D Suiter	Cllr Mrs. H. Lorimer.
Cllr J Titmus	Cllr M. Allan	

Also in Attendance: Members of the Public, Press (3) & Council Officers Mrs M Waddingham (Assistant Clerk) and Mrs. S.M. Scholes.

The Chairman welcomed all to the meeting and invited members of the public to speak in the Public Forum.

1. A member of the public asked if the Chairman would comment on the press letter, published 28th May from a former councillor regarding Council procedures. The Chairman advised that the letter would be replied to.
2. A member of the public expressed disappointment at the continuing criticism of the Council and individual Councillors. He hoped that the Council would take a lead in presenting the town in a positive manner.

There being no further questions or comments from members of the public, the Chairman opened the meeting at 7.06p.m.

FC.1 ELECTION OF CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2014/2015.

Cllr G. Titmus proposed, and Cllr M. Graves seconded the proposal that Cllr K. Dolby be elected as Chairman/Mayor Sleaford 2014 – 15. There were no further nominations and Cllr K. Dolby was elected unanimously.

FC.2 DECLARATIONS OF ACCEPTANCE OF OFFICE.

The Chairman signed the Declaration of Office.

FC.3 APOLOGIES FOR ABSENCE – None to receive.

FC.4 DECLARATIONS OF INTEREST – None to receive.

FC.5 CLERK'S NOTES

FC.5.1 *IT WAS RESOLVED THAT* Notes of the Full Council Meeting 9th April, 2014 be accepted as Minutes. Vote For: 13; Abstentions 2. The Resolution was carried.

FC.5.2 *IT WAS RESOLVED THAT* Notes of the Full Council Meeting 14th May, 2014 be accepted as Minutes. Vote: Unanimous. The Resolution was carried.

FC.5.3 Notes of Annual Town Meeting, 2nd April 2014 were received for information only.

FC.6 ELECTION OF DEPUTY CHAIRMAN/MAYOR FOR YEAR 2014/15.

FC6.1 Cllr M. Allan nominated **Cllr G. Jackson** as Deputy Chairman/Mayor. Cllr D. Birks seconded the nomination.

FC6.2 Cllr K. Dolby nominated **Cllr G. Titmus** as Deputy Chairman/Mayor. Cllr B. Dunbar-Beckford seconded the nomination.

FC6.3 There were no further nominations.

FC6.4 A vote was taken:-

Cllr G. Jackson 7 votes

Cllr G. Titmus 8 votes.

FC6.5 **IT WAS RESOLVED THAT** Cllr G. Titmus be elected as Vice-Chairman/Deputy Mayor of Sleaford for the year 2014 -15.

FC.7 PAST MAYOR'S BADGE

Former Mayor B. Watson is still unwell and has requested that he collect the Past Mayor's badge from the office.

FC.8 TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES.

FC8.1 Details of existing representatives were noted and **IT WAS RESOLVED THAT** Representatives on Outside Bodies would comprise:

- SLEAFORD ALMS HOUSES Cllr D. Suiter (2013 +4years)
- L.A.L.C. Cllr D. Suiter.
- SLEAFORD IN BLOOM Cllr T. Mayfield (attendance by request)
- SLEAFORD YOUTH CENTRE Cllr C.Darch
- SLEAFORD REGENERATION Cllr M. Graves
- SLEAFORD TWINNING Mayor, Cllr K. Dolby,
Cllr J. Mathieson to deputise if required
- SUSTAINABLE SLEAFORD Cllr K. Fernandes
- SLEAFORD BUSINESS CLUB Cllr G. Jackson,
Requirement to attend to be looked into.
- TAMAR COURT No appointment made.Defer pending Navigation Ward
Councillor appointment. Cllr Suiter to be interim contact
- SLEAFORD MUSEUM Cllr G. Titmus.

FC9 CLERK'S REPORT

FC9.1 WORKING GROUPS

IT WAS RESOLVED THAT Committees would decide the relevant Working Group composition at their next meetings. Vote: Unanimous. The Resolution was Carried.

FC.10 APPROVE APPOINTMENT OF MEMBERS OF STANDING COMMITTEES.

IT WAS RESOLVED THAT Standing Committees comprise the following Councillors. Vote: Unanimous. The Resolution was carried.

FINANCE & STRATEGY (may be 18 Councillors)	PERSONNEL (max. 7 Cllrs)	GEN. PURPOSES (max. 9 Councillors)	SERVICES (max 9 Cllrs)
M. Allan	K. Dolby	R. Dunbar-Beckford	C. Darch
K. Dolby	M.Graves	G. Jackson	K. Fernandes
C, Darch	J. Mathieson	M. Suffield	T. Mayfield
R. Dunbar-Beckford	G. Titmus	K. Fernandes	D. Suiter
K. Fernandes	J. Titmus	T. Mayfield	G. Titmus
M. Graves	C. Darch	D. Suiter	M. Graves
H. Lorimer			M. Suffield
J. Mathieson			R. Dunbar – Beckford
M. Suffield			H. Lorimer
D. Suiter			
G. Titmus			
J. Titmus			
D. Birks			
G. Jackson			

FC11. APPOINT CHAIRMAN AND VICE-CHAIRMEN OF COMMITTEES.

FC11.1 IT WAS RESOLVED THAT Standing Committee Chairmen and Vice Chairmen would be appointed as detailed below:

- **Applications:** **Chairman – J. Mathieson** Vote: 14 For, 1 Abstention
Vice – H. Lorimer. Vote 13 For, 1 Against, 1 Abstention.
 - **Services:** **Chairman – G. Titmus** Vote 9 For,
Vice – C. Darch. Vote 9 For.
 - **General Purposes:** **Chairman – G. Jackson** Vote 6 For,
Vice –M. Suffield Vote 6 For
 - **Personnel:** **Chairman– Mrs. J. Titmus** Vote 6 For,
Vice –K. Dolby Vote 6 For
 - **Finance & Strategy:** **Chairman – M. Graves** Vote 14 For
Vice – M. Suffield. Vote 14 For
- The Resolution was carried.

FC.12 PANELS.

FC12.1 IT WAS RESOLVED THAT Membership of the Town Council Panels for 2014 – 2015 would comprise:

- Grievance Panel: Chairman/Vice-Chairman & two councillors as appropriate.
- Disciplinary Panel: Chairman/Vice-Chairman of Personnel & two councillors as appropriate
- Appeals: Chairman/Vice Chairman & two Councillors, not necessarily STC, as appropriate.
- Appointments: Chairman/Vice Chairman& two Committee Chairmen as appropriate.
- Vote 13 For; 2 Abstentions. The Resolution was carried.

FC12.2 It was noted that Councillors served on Panels as appropriate to the circumstances under consideration.

FC13 FORMAL (Re)ADOPTION OF POLICY DOCUMENTS.

IT WAS RESOLVED THAT – the following Council Policy Documents be (Re) Adopted en bloc. Vote: Unanimous, the Resolution was carried.

- **Standing Orders & Councillor's Guide to Standing Orders – Policies & Working Practices, March 2014.**
- **Financial Regulations, LALC Model**
- **Council Finance Risk Assessment**
- **Complaint Procedure**
- **Model Publication Scheme**
- **Staff Handbook.**

FC14 MATTERS OF AN URGENT NATURE.

FC14.1 Statutory & Policy Document Review. The Chairman advised that a programme of existing and additional Documents would take place during the year.

FC14.2 Charity Dog Show, Recreation Ground 1st June, 2014. IT WAS RESOLVED THAT the Council would give its formal permission for the event to take place. Vote: Unanimous. The Resolution was carried.

FC14.3 Committee Terms of Reference. It was noted that revised TORS were being considered, reviewed and approved by the Council committees.

FC15 RESOLUTION TO MOVE INTO CLOSED SESSION

IT WAS RESOLVED 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. Vote: Unanimous. The Resolution was carried.

FC16 TOWN COUNCIL INSURANCE

FC16.1 The Council's three-year insurance contract is due for renewal 1st June, 2014. Three estimates have been obtained, based on the existing policy, as detailed in the written report prepared for Councillors and previously circulated. **IT WAS RESOLVED THAT** the Council insurance business would be placed with specialist Council Brokers, Messrs Came & Co, on a three-year contract. Vote: Unanimous. The Resolution was carried.

FC16.2 It was noted that the approved provider will carry out a survey of the Council's assets and make recommendations regarding its insurances.

FC17 CEMETERY FOOTPATH RESURFACING CONTRACT

FC17.1 Three contractors have resubmitted their quotations on a revised specification. Written details of the contracts having been previously circulated to Councillors, **IT WAS RESOLVED TO** approve the Recommendations of the F&S Committee (14.05.14) and select Messrs Smith Construction as the Council's contractor. **IT WAS FURTHER RESOLVED THAT** the option to resurface the greater section of the paths (Option 2) be chosen. Vote: Unanimous, the Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 7.50p.m.

Mrs. S. Scholes,
Admin. Support Officer, 06.06.2014.