

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

Minutes of the Meeting of the **Full Council** held on
Wednesday May 29th 2013 at 7:30pm
in The Source, Southgate, Sleaford

PRESENT: Councillor T Mayfield (Chairman)

Cllr M Allan	Cllr D Andrews	Cllr D Birks
Cllr I Dolby	Cllr K Dolby	Cllr B Dunbar-Beckford
Cllr K Fernandes	Cllr M Graves	Cllr G Jackson
Cllr T Mayfield	Cllr D Suiter	Cllr G Titmus
Cllr J Titmus	Cllr D Vere-Critchler	Cllr B Watson

ALSO PRESENT: Mrs S McIntyre (Clerk), Mrs M Waddingham (Assistant Clerk), Mrs L Savage (RFO), C/Cllr Hagues, 6 members of the public and press.

Before the start of the meeting, the Mayor, Cllr T Mayfield presented cheques to representatives from 'Leukaemia & Lymphoma' and 'Shining Star Trust.' The representatives thanked the Mayor for supporting their Charities.

The Chairman opened the meeting and welcomed everyone and opened the meeting at 7:02pm.

FC.1 ELECTION OF CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2013/2014.

The Chairman asked for nominations for Chairman/Mayor.

Cllr T Mayfield proposed Cllr B Watson. He was willing to stand. Seconded by Cllr M Allan.

There were no further nominations; Cllr B Watson was elected unanimously.

Cllr T Mayfield handed over the Chains of Office to Cllr B Watson.

The Chairman thanked everyone.

FC.2 DECLARATION OF ACCEPTANCE OF OFFICE – To receive the Chairman/Mayor's declaration of Acceptance of Office.

Cllr B Watson signed the Declaration of Acceptance of the Office of Chairman.

4 members of the public left the meeting.

FC.3 APOLOGIES FOR ABSENCE. There were none.

FC.4 TO RECEIVE DECLARATIONS OF INTEREST. There were none.

FC.5 CLERK'S NOTES.

- Notes of the Full Council Meeting, May 23rd, for accepting as Minutes. The Clerk said this item was an error and should not have been on the agenda. These minutes had already been approved.
- Notes from the Annual Town Meetings, April 3rd 2012. These were noted.

FC.6 ELECTION OF DEPUTY CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2013/14

The Chairman asked for nominations.

Cllr G Titmus proposed Cllr K Dolby. He was willing to stand. Seconded by Cllr M Allan.

There being no further nominations, Cllr K Dolby was elected unanimously.

FC.7 PRESENTATION OF PAST MAYOR BADGE.

The Chairman presented Cllr T Mayfield with a Past Mayor's Badge. Cllr T Mayfield thanked everyone. He said he had enjoyed his year and it had been a privilege to represent the town as Mayor.

FC.8 TOWN COUNCIL REPRESENTATIVES.

The Clerk explained that Sleaford Foyer does not require a representative due to the confidential nature of their business, but they would contact the office if they require a representative.

Alms Houses

Cllr D Suiter said the Alms Houses hold elections every 4 years and this means he is still a representative.

LALC

It was proposed by Cllr K Dolby and seconded by Cllr M Graves that Cllr D Vere-Critchler is STCs representative on LALC.

There being no further nominations, Cllr D Vere-Critchler was elected unanimously.

SIB

It was proposed by Cllr M Allan and seconded by Cllr K Dolby that Cllr T Mayfield is STCs representative on SIB.

There being no further nominations, Cllr T Mayfield was elected unanimously.

Sleaford Youth Centre Management

It was proposed by Cllr J Charlesworth and seconded by Cllr I Dolby that Cllr J Mathieson is STCs representative on Sleaford Youth Centre Management.

There being no further nominations, Cllr J Mathieson was elected unanimously.

Sleaford Regeneration Support Group

It was proposed by Cllr B Watson and seconded by Cllr I Dolby that Cllr M Graves is STCs representative on Sleaford Youth Centre Management.

There being no further nominations, Cllr M Graves was elected unanimously.

Sleaford & District Twinning Association - The Mayor is the representative.

Sustainable Sleaford

It was proposed by Cllr D Suiter and seconded by Cllr I Dolby that Cllr K Fernandes is STCs representative on Sustainable Sleaford.

There being no further nominations, Cllr K Fernandes was elected unanimously.

Tamar Court

It was proposed by Cllr B Watson and seconded by Cllr G Titmus that Cllr D Vere-Critchier is STCs representative on Tamar Court.

There being no further nominations, Cllr D Vere-Critchier was elected unanimously.

Sleaford Museum Trust

It was proposed by Cllr K Fernandes and seconded by Cllr H Lorimer that Cllr G Titmus is STCs representative on Sleaford Museum Trust.

There being no further nominations, Cllr G Titmus was elected unanimously.

The Clerk asked that all Councillors to only wear their Councillors Badges when they are officially representing STC.

FC.9 CLERK'S REPORT.

- To note current Working Groups – Cllr M Graves queried the Best Value WG. Member of this group are:- Councillors M Allan, D Suiter, M Graves, I Dolby, D Vere-Critchier and Lisa Savage.
- Residents Parking Scheme – details circulated.
- Presentation by a developer 6:30pm 5th June. Applications Meeting 7:15pm followed by FC at 8pm.
- NKDC circular – Core Strategy – Clerk handed out questionnaires.

FC.10 TO APPROVE APPOINTMENT MEMBERS OF STANDING COMMITTEES.

Details of the committee memberships had been circulated.

It was proposed by Cllr M Allan and seconded by Cllr M Graves that this list be accepted.

Vote – 18 for. The Resolution was passed. The list attached to these minutes.

FC.11 APPOINT CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES.

APPLICATIONS

Chairman: Cllr J Charlesworth proposed Cllr J Mathieson. She was willing to stand. Seconded by Cllr D Andrews.

There being no further nominations, Cllr J Mathieson was elected unopposed.

Vice Chairman: Cllr J Mathieson proposed Cllr D Andrews. He was willing to stand. Seconded by Cllr T Mayfield.

There being no further nominations, Cllr D Andrews was elected unopposed.

SERVICES

Chairman: Cllr M Allan proposed Cllr G Titmus. He was willing to stand. Seconded by Cllr K Fernandes.

There being no further nominations, Cllr G Titmus was elected unopposed.

Vice Chairman: Cllr G Titmus proposed Cllr M Allan. He was willing to stand. Seconded by Cllr D Andrews.

There being no further nominations, Cllr M Allan was elected unopposed.

GENERAL PUPPOSES

Chairman:

Cllr J Charlesworth proposed Cllr G Jackson. He was willing to stand. Seconded by Cllr K Fernandes

Cllr J Mathieson proposed Cllr D Vere-Critcher. He was willing to stand. Seconded by Cllr T Mayfield.

Vote: Cllr G Jackson – 5 votes. Cllr D Vere-Critcher 4 vote
Cllr G Jackson was elected Chairman.

Vice Chairman: Cllr J Mathieson proposed Cllr D Vere-Critcher. He was willing to stand. Seconded by Cllr T Mayfield.

There being no further nominations, Cllr D Vere-Critcher was elected unopposed.

PERSONNEL

Chairman: Cllr D Vere-Critcher proposed Cllr K Dolby. He was willing to stand. Seconded by Cllr D Andrews.

There being no further nominations, Cllr K Dolby was elected unopposed.

Vice Chairman: Cllr K Dolby proposed Cllr B Watson. He was willing to stand. Seconded by Cllr D Andrews.

There being no further nominations, Cllr B Watson was elected unopposed.

FINANCE & STRATEGY

Chairman: Cllr D Vere-Critchler proposed Cllr M Graves. He was willing to stand. Seconded by Cllr G Titmus.

There being no further nominations, Cllr M Graves was elected unopposed.

Vice Chairman: Cllr I Dolby proposed himself. Seconded by Cllr D Vere-Critchler.

There being no further nominations, Cllr I Dolby was elected unopposed.

The Guidance Rules for committee members – enclosed; Cllr K Fernandes objected to the guidance rules. The Clerk explained the reason for the rules.

FC.12 PANELS: To resolve the format of the following panels for 2013/14:-

It was proposed by Cllr and seconded by Cllr that the format of the following panels be approved:-

Grievance Panel: Cllr T Mayfield plus 2 Councillors as appropriate.

Disciplinary Panel: Chair of Personnel plus 2 Councillors as appropriate.

Appeals: mayor plus 2 Councillors as appropriate – not necessarily STC Councillors

Vote – 18 for. The Resolution was passed.

FC.13 FORMAL READOPTION OF EXISTING POLICY DOCUMENTS:

- Standing Orders and Guide to Standing Orders.
- Council Risk Assessment
- Complaint Procedures (enclosed)
- Model Publication Scheme
- Member/Officer Protocol
- Stress in the workplace
- Staff Handbook
- Asset Register

It was proposed by Cllr D Vere-Critchler that these be re-adopted en bloc – the staff handbook to go to the new HR advisor for scrutiny – to come back through the committee process if appropriate. Seconded by Cllr M Allan.

Vote 18 for. The Resolution was passed.

FC.14. LEADER – Report attached with recommendations concerning what had been the responsibilities of the Leader.

It was proposed by Cllr M Allan and seconded by Cllr T Mayfield that the Clerk's recommendations for the transfer of the role of the Leader to the Chairman and/or Vice Chairman be accepted.

Vote 18 for. The Resolution was passed.

FROM OTHER COMMITTEES:

- **Personnel Committee, May 8th:** Formally approve new HR Advisor. The Clerk briefly explained. It was proposed by Cllr K Dolby and seconded by Cllr M Allan that the HR advisor – Peninsula – be appointed for a 3 year period.

Vote 18 for. The Resolution was passed.

- **Services Committee, April 24th:** Cemetery – Millfield Gate – whether to open longer hours in the week.

Cllr G Titmus explained the reason for the Services Committee decision. They had looked at the comments from the Services team and although they didn't disagree, they decided to disregard the,. The Committee recommended the gate opens and closes with the main gates.

Cllr J Charlesworth recommended remaining as they are – he was not aware of any upsurge of support for longer opening hours.

Cllr M Allan said the TC had to manage a risk. The risk increases if the gates are opened longer. It is opened to allow people to visit graves not as a short cut. He supported the recommendation to remain as they are.

Cllr D Vere-Critchler said he had been a member of the group who campaigned to have them opened. Members of that group and those close to them are happy for it to stay 10am-2pm weekdays.

Cllr I Dolby said 10-2 was just about right.

Cllr D Suiter said more people in the cemetery for longer hours made it safer for lone workers as someone was about, it made the cemetery safer.

There was some discussion about slightly longer opening but it was felt this would allow parents and schoolchildren to use the cemetery as a short cut in one direction but not back, which may cause more problems.

It was proposed by Cllr J Charlesworth and seconded by Cllr M Allan that the Millfield gate remains open as currently on weekdays: 10am-2pm.

Vote: 11 for; 4 against; 3 abstentions. The Resolution was passed.

There being no further business, the meeting was closed at 8.14pm.