

**SLEAFORD TOWN COUNCIL
MEETING OF THE GENERAL PURPOSES COMMITTEE**

Minutes of the meeting of the **General Purposes Committee** held on
Wednesday April 25th 2012 at 7:30pm
at The Source, Southgate, Sleaford

The Meeting started at 7:20pm due to an earlier meeting finishing sooner.

PRESENT: Councillor T Mayfield (Chairman)

Cllr D Suiter (Vice-Chairman)	Cllr D Croker	Cllr B Dunbar-Beckford
Cllr B Watson (Leader)	Cllr K Fernandes	Cllr J Mathieson

Also Present: Councillors D Birks, J Charlesworth, K Dolby, M Graves, G Jackson, G Titmus, J Titmus D Vere-Critchler, Mr Stuart Fletcher (Interim Deputy Clerk, Mrs M Waddingham (Assistant) and C/Cllr Hagues.

The Chairman welcomed all present.

GP.1 APOLOGIES. There were no apologies.

GP.2 DECLARATIONS OF INTEREST. There were no declarations of interest.

GP.3 MINUTES. The Clerk's Notes from the meeting held on February 29th 2012, had been circulated. It was proposed by Cllr K Fernandes and seconded by D Suiter, that these be accepted as Minutes of the meeting.

Vote – 7 for. The Resolution was passed, the Chairman signed the Minutes.

GP.4 CHAIRMAN'S REPORT. There was nothing to report.

GP.5 CLERK'S REPORT. There was nothing to report.

GP.6 FINANCIAL MANAGEMENT REPORT.

- Regular Committee Report – No report until after end of year finalised.

GP.7 UPDATES/PROGRESS REPORTS

- **St George's Day** – report from working group. Cllr D Suiter updated members and said it was a very successful day, despite the cancellation of the bouncy castle and the weather.
- **Armed Forces Day** – report from Cllr Titmus. Cllr G Titmus said the report was self-explanatory. The climbing wall is to be ordered by NKDC and placed in the correct spot in the car park.

GP.8 ASSISTANT CLERK – Membership of the SLCC.

Cllr J Mathieson proposed that the membership fees relating to the Assistant Clerk, with a one off joining fee be paid. Seconded by Cllr B Dunbar-Beckford.

Vote – 7 for. The Resolution was passed.

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Signed

GP.9 WEB SITE – Report on progress of updating Web Site.

There was discussion about LCC's format and how much easier it is to use. Cllr J Mathieson proposed that STC use the LCC free community website.

Vote – 6 for and 1 abstention. The Resolution was passed.

GP.10 CHRISTMAS LIGHTS – Report from Working Group attached.

Mr Fletcher explained the report and said that Highways has been more than helpful.

Cllr B Watson proposed that the working group's recommendation – Festival Lights be agreed and that Highways carry out the electrical work required – they will charge for a 'job lot' down Southgate instead of each lamp post one by one. Seconded by Cllr K Fernandes.

Vote – 7 for. The Resolution was passed.

GP.11 OFFICE PREMISES – Verbal update on enquiries to date. Direction needed from the Committee as to how to progress.

Mr Fletcher spoke about the enquires that had been made regarding office premises, prior to Christmas. He said that the Clerk and he had looked at office space within NKDC and said there was sufficient space for the Town Council. Mr Fletcher said nothing has been heard back from NKDC about this.

Cllr T Mayfield said that the Council desperately need to move offices but needs to have its own identity and this should be separate from NKDC.

There was further discussion about moving into NKDC. It was felt that it would send the wrong information to the public. Several Councillors made suggestions of alternative accommodation.

Cllr J Mathieson asked if the Council has the budget to spend more money on premises. Mr Fletcher explained enquiries are being made to look for square footage for the same budget.

Cllr B Watson proposed not to continue discussions with NKDC, on the grounds of how Town Councillors are treated by NKDC Officers and with difference of opinions between ourselves and NKDC, on major projects within the Town. Seconded by Cllr K Fernandes.

Vote – 7 for. The Resolution was passed.

GP.12 SAGE PAYROLL SUPPORT – Agree to have the Sage Extra Support.

Cllr J Mathieson left the room.

There was a discussion about other payroll providers and it was asked what the Office Staff wanted, as to the level of support.

Cllr J Mathieson returned.

Cllr D Suiter asked for more notice to be given when this is due for renewal next year.

Cllr B Watson proposed to continue with Sage 50 Payroll and upgrade to Sagecover Extra Support, for 1 year only. Seconded by Cllr D Suiter.

Vote – 6 for and 1 abstention. The Resolution was passed.

GP.13 REVIEW/UPDATE OF STANDING ORDERS. This Council seeks to review both its Standing Orders and its Guide to Standings Orders. Cllr M Graves.

1. The Council acknowledges receipt of revised Standing Orders issued by NALC in 2011
2. A working group is formed to examine this document, our present Standing Orders and Guide to Standing Orders and make recommendations to any amendments that should be considered.
3. A report is presented back to Full Council

Cllr M Graves said the Standing Orders should be updated.

There was a discussion about which Councillors should be on the working group. They said it should be a mixture of experienced and new Councillors.

Cllr D Suiter proposed Councillors B Watson, M Graves, G Titmus, J Charlesworth, together with the Clerk to form the working group.

The Working Group to report back to this Committee before it is referred to Full Council.

There being no further business, the Chairman closed the meeting at 7:54pm.