

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

Minutes of the meeting of the **General Purposes Committee** held on
Wednesday August 7th, 2013 at 8:30pm
at The Source, Southgate, Sleaford

PRESENT: Cllr G Jackson (Chairman)

Cllr D Vere-Critchler (Vice-Chairman)
Cllr B Dunbar-Beckford
Cllr J Mathieson
Cllr D Suiter

Cllr D Birks
Cllr K Fernandes
Cllr T Mayfield
Cllr B Watson

Also Present: Cllr M Graves; Mrs M Waddingham (Assistant Clerk), Mr S Beane, Services Supervisor, 6 members of the public and 2 representatives from the Press.

The Chairman welcomed all to the meeting.

GP.1 APOLOGIES. There were no apologies.

GP.2 DECLARATIONS OF PECUNIARY INTEREST. There were none.

GP.3 MINUTES. The Clerk's Notes from the meeting held on June 19th, 2013, had been circulated.

It was proposed by Cllr D Vere-Critchler, and seconded by Cllr T Mayfield that the Notes from June 19th 2013, be accepted as Minutes of that meeting.

Vote – 9 for. The Resolution was passed, the Chairman signed the Minutes.

GP.4 CHAIRMAN'S REPORT. There was none.

GP.5 CLERK'S REPORT.

- **Action Log.** This was noted.
- **CAB** – The Assistant Clerk explained the exchange of letters regarding a Councillor on their Committee is taking place and we are waiting for a reply.
- **Cllr resignation** – GP Committee vacancy - decide (1) not to fill vacancy; (2) co-opt new Cllr or (3) have vacancy filled from next Full Council meeting.

It was proposed by Cllr D Suiter and seconded by Cllr D Birks that the vacancy on the GP Committee be filled from the next Full Council Meeting.

Vote – 9 for. The Resolution was passed.

GP.6 FINANCIAL MANAGEMENT REPORT.

- Regular Committee Report. The Chairman reminded members that any questions they have should be asked in the office before the meeting. This report was noted.

GP.7 UPDATES/PROGRESS REPORTS

- **War Memorial** – Due Cllr G Titmus not being present at the meeting, the Chairman read out his report, relating to proposals to place further names on the War Memorial.
The report explained initial research and letters that are hoped to be published in the Standard and Target, which outline the proposal to the people of Sleaford and seek and gauge people's reactions and support.

There was a discussion about monitoring the state of the War Memorial and if it could be made waterproof. Mr S Beane explained he has contacted the relevant parties and this is on-going and current.

GP.8 TOWN COUNCIL NEWSLETTER – 2 meetings. Report from July 26th with recommendations.

Cllr D Suiter asked if there are any costs implications regarding the newsletter. The Vice Chairman confirmed there would be no costs involved.

It was proposed by Cllr B Watson and seconded by Cllr D Vere-Critchler that the following recommendations, be accepted en-bloc.

1. Editorial copy to be prepared and approved by the Working Group prior to publication.
2. Copy, plus a picture if possible, to be sent to the Target and Standard on an ad hoc basis – probably after every Full Council meeting.
3. A quarterly, more formal newsletter is published on our web site – and a section of the web site is created for the TC newsletters. Up to 100 paper copies printed and taken to the Source, and the Library and some kept in the TC offices.
4. An update report is brought to the Sept 25th meeting, with the first quarterly publication planned for the end of that month.

Vote – 9 for. The Resolution was passed.

GP.9 DONATION MONIES – Meeting held with Lincolnshire Community Foundation July 30th.

The Chairman explained his report.

There was a discussion about the four organisations, who receive donations from STC, would still get their full amounts. It was felt that as Cllr B Waston, Cllr B Dunbar-Beckford and the Clerk are on the donation panel, they would ensure that the 3 principle fixed donations would be honoured.

It was proposed by Cllr D Vere-Critchler and seconded by Cllr B Watson that The Community Foundation manages all grant applications, including General Donations, Sleaford In Bloom, Citizens Advice Bureau and Friday Night Football. The Council members on the panel to ensure the 3 fixed donations will be honoured.

Also, an emergency protocol is proposed whereby the Committee Chairman and Vice Chairman together with the Clerk can authorise a short notice payment of up to £100, with delegated responsibility from the GP Committee.

Vote – 7 for and 2 abstentions. The Resolution was passed.

GP.10 CHRISTMAS MARKET

- To note the Market Sub-committee minutes and have an update.
- To note resignation of Sub –committee Chairman.
- Urgent Meeting – Friday 9th August.

The Vice Chairman explained the Christmas Market Sub-Committee is hoping to co-opt 3 new members. He said the meeting on 9th August will establish ways forward to complete the work. Reports from this meeting will be brought to the next committee meeting.

GP.11 CHRISTMAS LIGHTS

- Market Place lighting – site meeting held with Foreman and Lighting representative. Mr S Beane said the Anchor Points have now been restored.

There was a discussion about the Christmas Lights in the High Street and Market Place for Christmas 2012. The Assistant Clerk explained STC has a 3 year contract with Festival Lighting and any change to this may have cost implications.

It was proposed by Cllr B Watson and seconded by Cllr J Mathieson that a Working Group is set up to and meet with Festival Lights to discuss lights for Christmas 2013, and if necessary, for go to F&S to find the money.

Working Group:- Chairman, Vice Chairman, Mayor and Mr S Beane, Services Supervisor. Mr Beane to set up meeting.

Vote – 9 for. The Resolution was passed.

- Old Christmas Lights held in depot – disposal of.

It was proposed by Cllr T Mayfield and seconded by Cllr D Vere-Critchler that the old Christmas Lights be disposed of safely.

Vote – 9 for. The Resolution was passed.

GP.12 WEBSITE - progress on updating.

The Chairman explained the report.

There was a discussion if the TC Newsletter would be published on the Website and if this could be linked with social media sites.

Cllr B Watson said we must protect what is published on the Website from copy rights.

It was proposed by Cllr D Vere-Critchler and seconded by Cllr T Mayfield that:-

- The Councillors agree the 'new look' web site is more modern and meets the needs of the Council better than the existing.

- That the funds needs for the update are taken from the 'Computer supplies' line – 10050/1.
- Mr J Williams is asked if newsletter can be linked with social media sites and also how to safeguard the Town Council's original publications.
- The Clerk to approve the new look website is up to the same standard of that of LCC, before any payment is made.

Vote – 8 for and 1 abstention.

GP.13 **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.” It was proposed by Cllr D Vere-Critchler and seconded by Cllr B Dunbar-Beckford.

Vote – 8 for and 1 abstention (Cllr B Watson wished for his vote to be recorded.) The Resolution was passed.

GP.14 **OFFICE ACCOMMODATION.**

It was resolved that this item not be discussed as it is a matter for Finance & Strategy.

There being no further business, the Chairman closed the meeting at 9.30pm.