

SLEAFORD TOWN COUNCIL
ANNUAL GENERAL MEETING OF THE FULL COUNCIL

Minutes of the Annual General Meeting of the **Full Council** held on
Wednesday 20th May 2015 at 7:15pm, at The Source, Sleaford

PRESENT: Councillor K Dolby, (Chairman)

Cllr B Allan	Cllr M Allan	Cllr J Charlesworth
Cllr S Clegg	Cllr K Fernandes	Cllr S Fields (7:25pm)
Cllr M Graves	Cllr G Jackson	Cllr H Lorimer
Cllr J Mathieson	Cllr P McCallum	Cllr A Snookes
Cllr M Suffield	Cllr D Suiter	Cllr G Titmus

Also in Attendance: Members of the Public (5), Press (2) & Council Officers: Clerk, Assistant Clerk and Project Lead.

The Chairman welcomed all to the meeting and invited members of the public to speak in the Public Forum. The meeting was video-recorded by a member of the public.

1. A member of the public asked that a hearing loop/audio system be installed in the Council's planned new premises.
2. A member of the public requested confirmation regarding locking vehicle access gates on the Boston Road Recreation Ground. An officer advised that opportunity had been taken during the day (20th May) whilst the gates were open for contractors' vehicles, which resulted in two travellers' caravans on site. Council action taken was described.

There being no further questions or comments from members of the public, the Chairman opened the meeting at 7.15p.m. and welcomed all present.

FC.1 ELECTION OF CHAIRMAN/MAYOR OF SLEAFORD FOR THE YEAR 2015/2016.

- 001 Cllr K Dolby proposed, and Cllr M. Graves seconded the proposal that Cllr G Titmus be elected as Chairman/Mayor Sleaford 2015/16.
- 002 Cllr K Dolby read Cllr G. Titmus' statement to clarify questions regarding political interests. Cllr H Lorimer requested sight of a copy.
- 003 In the absence any other nominations, Cllr G Titmus was elected with the majority of the votes.

FC.2 DECLARATIONS OF ACCEPTANCE OF OFFICE.

- 004 The Chairman signed the Declaration of Office.
- 005 **IT WAS RESOLVED** to suspend Standing Order to allow for photographs. Vote – Unanimous. The Resolution was carried.

006 **IT WAS RESOLVED** to resume Standing Orders. Vote – Unanimous. The Resolution was carried.

FC.3 APOLOGIES FOR ABSENCE.

007 Apology for absence, with reasons, was received from Cllr. P. Coyne. This was accepted and the Attendance Register was completed.

FC.4 DECLARATIONS OF INTEREST None to receive.

FC.5 ELECTION OF DEPUTY CHAIRMAN/MAYOR FOR YEAR 2015/16.

008 Cllr G Titmus nominated **Cllr J Mathieson** as Deputy Chairman/Mayor. Cllr M Graves seconded the nomination.

009 Cllr M Allan nominated **Cllr M Suffield** as Deputy Chairman/Mayor. Cllr K Fernandes seconded the nomination.

010 There were no further nominations.

011 **IT WAS PROPOSED** to hold a secret ballot. Vote – 4 for; 7 against and 3 abstentions. The Resolution **FAILED**. The proposal to have a recount was not seconded.

012 A vote was taken, to elect the Deputy Chairman/Mayor for year 2015/16:-

Cllr J Mathieson **Vote - 7 for**

Cllr M Suffield **Vote – 8 for**

013 **IT WAS RESOLVED THAT** Cllr M Suffield, be elected as Vice-Chairman/Deputy Mayor of Sleaford for the year 2015 -16.

FC.6 PAST MAYOR'S BADGE

014 The Chairman expressed the Council's thanks to Cllr K Dolby, and presented him with the Past Mayor's Badge.

015 **IT WAS RESOLVED** to suspend Standing Order to allow for photographs. Vote – Unanimous. The Resolution was carried.

016 **IT WAS RESOLVED** to resume Standing Orders. Vote – Unanimous. The Resolution was carried.

FC.7 MINUTES:

017 **IT WAS RESOLVED THAT** the notes of the meeting held 8th April, 2015 are approved as Minutes. Vote: Unanimous. The Resolution was carried.

018 **IT WAS RESOLVED THAT** the notes of the meeting held 22nd April, 2015 be accepted as Minutes. Vote: Unanimous. The Resolution was carried.

FC.8 CO-OPTION OF COUNCIL MEMBER

019 **IT WAS RESOLVED** to Co-Opt a Council Member to fill the vacancy arising in Quarrington Ward following the 7th May, 2105 elections. It was agreed in principle that candidates would make a three-minute presentation to Councillors prior to the selection Full Council Meeting. Arrangements will be made by the Council office in advance. Vote – 15 for and 1 abstention. The Resolution was carried.

Members of the Public using the video equipment left the meeting.

FC.9 LEADER OF THE COUNCIL: "To resolve to re-investigate the role of Leader of the Town Council and agree a course of action to be implemented by the Council."

020 Cllr M. Allan outlined his proposals to replace the current single position of Chairman/Mayor with two positions i.e. 'Leader' and 'Mayor'. This would allow continuity in that a Leader can be re-elected annually.

021 In discussion it was noted that:

- The Leader/Mayor role was adopted in some Town/Parish Councils.
- Guidance received from NALC and LALC is not in favour of the Leader/Mayor roles.
- Job Description for a Leader would be to ensure that Council decisions are implemented, and liaison with Officers.
- A Leader would have no greater authority than any other councillor – all decisions are made by Committee & Council as a Corporate Body.
- NALC and LALC were initially (2002) in favour of Leader role, changed views and in 2012 would not support the proposal.
- To agree to investigate further is permissible, and supported but to agree to appoint a Leader requires changes to Standing Orders which are not before Council at this meeting.
- Any Working Group formed to Investigate/gather information should proceed without delay.

022 Cllr M. Allan proposed a reworded Resolution, viz: ***"This Council resolves that it wishes to operate with a Mayor/Chairman, Deputy Mayor/Deputy Chairman and a Leader of the Council as happens in numerous Town Councils in England and as was used at Sleaford Town Council prior to 2012. Job descriptions will be prepared immediately and circulated to all Councillors so that these can be finalised in a way that allows Councillors at the next meeting of the Full Council to ratify or not the resolution set out above. A Working Group, comprising Cllrs M. Allan, M. Graves, K. Dolby, J. Charlesworth and the Clerk to do this within the time frame set out in this Resolution."***

023 A Recorded Vote was held: Those **in favour** of the Resolution (022 above):-
Cllrs G. Jackson, S. Clegg, M. Allan, P. McCallum, S. Fields, A. Snookes, D. Suiter, B. Allan, M. Suffield, K. Fernandes 10 Votes.

Those **opposed** to the Resolution (022 above):-
Cllrs J. Charlesworth, J. Mathieson, K. Dolby, M. Graves. H. Lorimer, G. Titmus.
6 Votes.

The Resolution was carried.

FC.10.(A) TO APPROVE AND ADOPT FINANCE REGULATIONS AND STANDING ORDERS

024 **IT WAS RESOLVED** to accept and adopt the **Financial Regulations**. Vote – Unanimous. The Resolution was carried.

025 It was noted if STC elect a Leader of the Council, Standing Orders will have to be Revised.

026 **IT WAS RESOLVED** to accept and adopt the Council's **Standing Orders**. Vote – Unanimous. The Resolution was carried.

FC. 10(B) TO APPROVE AND ADOPT OTHER POLICY DOCUMENTS

- 10.B.1 Bullying & Harassment (1)
- 10.B.2 Bullying & Harassment (2) Members of the Public
- 10.B.3 Committee Terms of Reference
- 10.B.4 Guide to Handling Complaints & Complaint Procedure
- 10.B.5 Grant Aid Policy
- 10.B.6 Model Publication Scheme - Incorporating Policy for handling Freedom of Information Requests.
- 10.B.7 Safeguarding Policy
- 10.B.8 Volunteers' Policy

027 **IT WAS RESOLVED** to accept and adopt the above Polices en-bloc.
Vote – Unanimous. The Resolution was carried.

FC11. TO APPROVE APPOINTMENT OF MEMBERS OF STANDING COMMITTEES

- 11.1 Applications Committee
- 11.2 Services Committee
- 11.3 General Purposes Committee
- 11.4 Personnel Committee
- 11.5 Finance & Strategy Committee

028 A Draft list of members of standing committees, based on members' preferences was circulated. To accommodate members, two adjustments were made.

029 **IT WAS RESOLVED** that the following list of Members of Standing Committees. Is approved. Vote – Unanimous. The Resolution was carried.

Planning Applications ALL Councillors	FINANCE & STRATEGY (up to 18 Councillors)	PERSONNEL (max. 7 Cllrs)	GEN. PURPOSES (max. 9 Councillors)	SERVICES (max 9 Cllrs)
Cllr J Mathieson	Cllr M Graves	Cllr G Jackson	Cllr G Jackson	Cllr G Titmus ex officio
Cllr H Lorimer	Cllr M Suffield	Cllr K Dolby	Cllr M Suffield	Cllr J Charlesworth
Cllr J Charlesworth	Cllr A Snookes	Cllr M Allan	Cllr S Fields	Cllr P Coyne
Cllr P Coyne	Cllr J Charlesworth	Cllr M Graves	Cllr A Snookes	Cllr K Dolby
Cllr K Dolby	Cllr K Dolby	Cllr J Mathieson	Cllr K Fernandes	Cllr K Fernandes
Cllr A Snookes	Cllr S Clegg	Cllr D Suiter	Cllr P McCallum	Cllr M Graves
Cllr K Fernandes	Cllr K Fernandes	Cllr P Coyne	Cllr B Allan	Cllr H Lorimer
Cllr S Fields	Cllr S Fields	Cllr G Titmus ex officio	Cllr D Suiter	Cllr M Suffield
Cllr M Graves	Cllr G Jackson		Cllr J Charlesworth	Cllr D Suiter
Cllr G Jackson	Cllr H Lorimer		Cllr G Titmus ex officio	Cllr A Snookes
Cllr G Titmus	Cllr J Mathieson			
Cllr P McCallum	Cllr P McCallum			
Cllr M Suffield	Cllr D Suiter			
Cllr D Suiter	Cllr G Titmus			
Cllr B Allan	Cllr P Coyne			
Cllr M Allan	Cllr M Allan			
Cllr S Clegg				

FC.12 TO APPOINT CHAIRMAN AND VICE CHAIRMAN OF THE ABOVE COMMITTEES.

030 **IT WAS RESOLVED** that the Chairman and Vice Chairman of Committee be appointed at their respective Committee Meetings. Vote – Unanimous. The Resolution was carried.

FC.13 TO NOTE THE COUNCIL'S ASSET REGISTER

031 The Asset Register, previously circulated, is under review for updating and accuracy. Cllr D Suiter volunteered to assist the Project Lead in carrying out this review. The Asset Register was noted.

FC.14 TO REVIEW THE COUNCIL'S INSURANCE POLICY AND DISCUSS /AGREE ON ANY AMENDMENTS.

- 032 It was noted that the Council is in year 2 of a three-year insurance policy agreement and IT **WAS RESOLVED** to note the circulated report, together with the requirement to carry out a further review on all motor vehicles. Vote – Unanimous. The Resolution was carried.

FC.15 TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

- 033 The Clerk advised that the list circulated is incomplete and outdated. It was suggested to retain the current representatives until such time as the list is reviewed. An amended list to be brought to the next FC meeting.

FC.16 CLERK'S REPORT:

- 034 Members noted amendments to published Committee Meeting dates:
Personnel Committee will be held 17th June;
Finance & Strategy (with Applications and Full Council) will be held 17th June.

FC.17 FINANCES TO APPROVE PAYMENTS OF ACCOUNTS: DIRECT DEBITS/STANDING ORDERS & BACS APPROVAL LIST

- 035 The Direct Debit/Standing Order and BACS payment approval list totalling £9,409.35 was noted.
- 036 The Direct Debit/Standing Order and BACS payment approval list totalling £7,054.94 was noted.
- 037 EXPENDITURE TRANSACTION APPROVAL LIST NO. 38 **IT WAS RESOLVED THAT:** the following Expenditure lists are approved for payment. Vote - Unanimous. The Resolution was carried.
- a) Expenditure Transaction List No. 38 to the total of £7,035.48;
 - b) Expenditure Transaction List No. 39 to the total of £2,340.00;
 - c) Approval List - start 01.04.15 to the total of £4,592.39;
 - d) Approval List – to the total of £1,923.37.

FC.18 PLANNING MATTER: Handley Chase Development, Land to the South of London Road.

- 038 The Planning Consultant's report received latterly was distributed to members for perusal.
- 039 **IT WAS RESOLVED THAT** owing to the confidential nature of the business to be discussed, the report would be considered in Closed Session. Vote: Unanimous. The Resolution was carried.

FC.19 RESOLUTION TO MOVE INTO CLOSED SESSION.

- 040 **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.

- 041 **IT WAS RESOLVED** to extend the meeting for 10 minutes, to allow completion of the business. Vote – Unanimous. The Resolution was carried
- 042 **PLANNING MATTER:** Handley Chase Development, Land to the South of London Road. The Chairman updated Members on preliminary work carried out with regard to the proposed Section 106 agreement in the application.
- 043 It was noted that further work is required by Cllrs Titmus and Jackson to present back to Finance and Strategy and Full Council.

FC.20 PERSONNEL MATTERS:

- 044 20.1 To consider professional advice received. Taking into consideration the Confidential nature of the business discussed, the requests for action by the Council's professional advisors were noted.
- 045 **IT WAS RESOLVED** that the Professional Advisors be instructed to proceed as directed by the Council. Vote: 14 For, Abstentions 2.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.30p.m.

Clerk/Asst Clerk,
11.06.15.