

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

Minutes of a Meeting of the **Full Council** held on  
Wednesday 9<sup>th</sup> December, 2015, 7.15p.m. at The Source,  
Southgate, Sleaford.

**Present: Cllr G Titmus (Chairman)**

Cllr J Charlesworth	Cllr P McCallum	Cllr D Suiter
Cllr B Allan	Cllr K Fernandes	Cllr J Brealeycook
Cllr K Dolby (7:53pm)	Cllr M Allan	Cllr A Snookes
Cllr S Clegg	Cllr H Lorimer	Cllr M Graves
Cllr J Mathieson	Cllr G Jackson	Cllr P Coyne
Cllr A Brand		

**Also in Attendance:** Assistant Clerk, Project Lead and Minutes Clerk  
**Press** (1) Members **of Public** (5)

The Chairman welcomed all present and invited questions from the public. A request was made that acoustics at the new premises would be improved.

There being no further questions from the public, the Chairman opened the Council Meeting started at 7:04pm.

**FC.1 Chairman's Welcome**

001 The Chairman advised that criticism had been received regarding adherence to Standing Orders at meetings, and regarding the Charing of meetings. Cllr Titmus said that, going forward, he will try to ensure that improvements are made. He welcomed all present to the last meeting to be held at The Source; future meetings will be held in the new premises.

**FC.2 Apologies for Absence**

002 It was noted that Cllr Dolby will join the meeting later.

**FC.3 Declarations of Interest**

003 None were declared

**FC.4 Council Members**

004 **4.1** To note Election of a Member for Westholme Ward and receive Declaration of Acceptance for Office.

005 Cllr Titmus welcomed Anthony Brand, who having earlier completed his Declaration of Office is in receipt of all paperwork relating to this meeting. Cllr Brand was invited to give a resume of his c.v.

006 **4.2** To note a Casual Vacancy for a Member following the resignation of Cllr M Suffield, Mareham Ward.

The Chairman regretted the loss of Cllr M. Suffield both as a Vice Chairman and Deputy Mayor. His input has been much appreciated and he will be missed.

- 007 NKDC Monitoring Officer has been notified and Notice for calling an election (by 24th December 2015) has been called.
- 008 **4.3 To resolve to elect a Vice Chairman of the Town Council and receive any nominations.**
- 009 Cllr Charlesworth proposed, and Cllr M. Allan seconded the proposal that Cllr D Suiter be elected Vice-Chairman.
- 010 In the absence of any further nominations, **IT WAS RESOLVED** that Cllr D Suiter be elected Vice-Chairman of the Council. Vote – Unanimous. The Resolution was carried.
- FC.5 Minutes**
- 011 **5.1 22<sup>nd</sup> September 2015.** No comments or queries were raised.
- 012 **5.2 23<sup>rd</sup> September 2015.** No comments or queries were raised.
- 013 **5.3 7<sup>th</sup> October 2015.** In regard to a query regarding, it was noted that Cllr H. Lorimer had requested the recorded vote.
- 014 **5.4. 14<sup>th</sup> October 2015.** Similarly, Cllr Lorimer noted that she had requested the recorded vote (Ref 044) and that the recorded vote (Ref 045) was requested by Cllr M Allan.
- 015 Standing Orders will be checked to confirm any requirement to name the Councillor requesting a recorded vote.
- 016 **IT WAS RESOLVED** to approve the above Notes en-bloc. Vote – 13 for; 0 Against and 3 abstentions. The Resolution was carried.
- FC.6 Chairman's Report**
- 017 Mrs. Irene Evans, former Mayor of Sleaford has passed away; condolences have been sent to her family.
- 018 **6.1 Civic Attendance Reports –** The Chairman was commended on attending numerous Mayoral functions. This item was noted.
- 019 **6.2 Christmas Reception –** To be held in the new offices on Thursday 17th December 2015, 3 - 4.30 p.m., hosted by Cllr & Mrs. Titmus. All Council Members, Services and Office staff are invited to attend.
- FC. 7 Clerk's Report**
- 020 **7.1 From Personnel 25.11.15:- non renewal 2016 of the existing HR Advisors' contract.** This was noted
- 021 **7.2 To note provisional dates of meetings to August 2016.** Members' attention was directed to informal meeting provisionally scheduled for 13<sup>th</sup> January.

## **FC.8 Clerk's Notes/minutes**

022 **8.1 Planning Applications:** 21<sup>st</sup> October and 11<sup>th</sup> November 2015 - noted.

023 **8.2 Services:** 4<sup>th</sup> November 2015 - noted.

024 **8.3 General Purposes:** 18<sup>th</sup> November 2015 - noted.

025 **8.4 Finance & Strategy:** 7<sup>th</sup> October 2015.- noted.

026 **8.5 Personnel:** 30<sup>th</sup> September, 28<sup>th</sup> October, 11<sup>th</sup> & 25<sup>th</sup> November 2015.  
These were noted.

## **FC.9 Finance**

027 **9.1** There was no Financial Report for this meeting.

028 **9.2 From F&S 7<sup>th</sup> October 2015 – To ratify a supplementary estimate for new premises running costs for 2015/16**

029 Provisionally, £25,000 has been estimated to cover service and utility costs of new premises, from the date of taking over the new building (September 2015) to 31<sup>st</sup> March 2016. Budgets for 2016/2017 are based on new building.

030 **IT WAS RESOLVED** to ratify the £25000 supplement. Vote – 15 for; 0 against and 1 abstention. The Resolution was carried.

031 Hiring charges for outside users of the community spaces are to be set by the WG, together with Terms and Conditions for use. Working Group to report back.

032 **9.3 Annual Budget & Precept request 2016/17- approve Committee budgets 2016/17; note that NKDC Band D information is not yet available and resolve provisionally not to increase Precept request.**

033 NKDC hopes to have the figures available by Christmas. This item was noted.

034 **9.4 To ratify comparative admin support payment ref Christmas Market.**

035 **IT WAS RESOLVED** that this item be discussed in closed session. Vote – 14 For and 2 abstentions.

## **FC.10 Representatives on outside bodies and working groups**

036 **10.1** Cllr Suiter gave a verbal report on the LALC presentation

037 The Chairman advised that written reports are requested to enable members to study in advance of the meeting, and discuss with full knowledge.

## **FC.11 Other Ad-Hoc Council Representation.**

038 No Reports received.

## **FC.12 Forthcoming events for approval/noting.**

039 None to report.

### **FC.13 From other committees**

039 **13.1 Local Plan (Applications 11.11.15)** It was noted that preparation of a Neighbourhood Plan is part funded by the Government but will need support from the residents of Sleaford; funding sources are also available.

040 **IT WAS RESOLVED** that

- 041 The resolution and recommendation from Applications 11<sup>th</sup> November 2015 are approved
- 042 The amended recommendations of the Working Group are approved
- 043 The Principal Authority is notified accordingly and assistance requested to produce a Neighbourhood Plan(s).
- 044 That a Neighbourhood Plan(s) will ensure any development and infrastructure are properly designed and funded through CIL and S106.
- 045 That the Town Council investigates the ability to fund the development of a Neighbourhood Plan
- 046 That a Working Group be set up to oversee the development of the Neighbourhood Plan.

047 Vote: Unanimous, the Resolution was carried.

### **13.2 Cemetery Fees (from Services 04.11.15)**

048 **IT WAS RESOLVED** to adopt the revised Cemetery fees. Vote – Unanimous. The Resolution was carried.

### **13.3 Sleaford Community Radio (from General Purposes 18.11.15)**

049 **IT WAS RESOLVED** to ratify the decision to support a Sleaford Community Radio Station. Vote – 15 for and 1 abstention. The Resolution was carried.

### **13.4 Honorarium Payment (from General Purposes 18.11.15)**

050 **IT WAS RESOLVED** that this item be put into closed session. Vote – 14 for; 1 against and 1 abstention. The Resolution was carried.

051 Clarification was given as to items for debate in Closed Session.

052 **IT WAS RESOLVED** that item 15 be discussed in open session. The Chairman expressed concerns of matters of confidentiality regarding a third party. Vote – 11 for; 4 against and 1 abstention. The Resolution was carried.

### **FC.15 LEADER.**

053 Following discussion, Cllr M. Allan proposed and Cllr A. Snookes seconded the proposal that:

*“1. That this Council now proceeds to elect a leader at this meeting of the Full Council as resolved at the meeting of this Council on 14th October 2015.2. That the Job Description /Remit for the Leader is that as was determined line by line by this council at its meeting on 14th October 2015; but this to be kept under review, with any future necessary changes being brought to future Full Council Meetings.*

3. *That Standing Order's and the Guidance to Standing Orders be adjusted, if necessary, to reflect the post of the Leader as resolved and the Job Description /Remit as determined at the meeting of the Council on 14th October 2015.*
4. *That nominations for the post of Leader are now presented to this Full Council for election.*
5. *That the election of a Leader at this meeting of the Council be determined by a show of hands and is carried out in line with the Council's Standing Orders.*
6. *That all votes be recorded."*

054 Vote – 11 For; 4 Against; 2 Abstentions. The Resolution was carried.

055 For the Records:

For - Cllrs, McCallum, M Allan, B Allan, Coyne, Brearleycook, Clegg, Charlesworth, Jackson, Fernandes, Snookes, Suiter.

Against - Cllrs Dolby, Graves, Mathieson, Lorimer

Abstentions - Cllrs Titmus and Brand.

056 Cllr M Allan proposed and Cllr P. Coyne seconded the proposal that Cllr Jackson be elected Leader. There were no further nominations.

057 Cllr G. Titmus requested a Recorded Vote. 12 For; 1 Against, 4 Abstentions.

058 For the Records:

For - Cllrs Suiter, McCallum, M Allan, B Allan, Coyne, Brearleycook, Clegg, Charlesworth, Jackson, Mathieson, Fernandes, Snookes

Against - Cllr Lorimer

Abstentions - Cllrs Titmus, Brand, Dolby, Graves

#### **FC.14 RESOLUTION TO MOVE INTO CLOSED SESSION.**

059 **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.

060 The public and press left the room.

#### **FC.16. Land relating to former proposed Tesco Site 16.1 Notes from Strategic Planning Working Group (formerly CPO WG) 26.11.15 and correspondence received.**

061 Following discussion, and taking into consideration the confidential nature of the business under discussion, **IT WAS RESOLVED** the meeting be extended Vote – Unanimous. The Resolution was carried.

062 **IT WAS RESOLVED** that

063 The Clerk respond to the correspondence received, as directed in the Council's confidential instructions

064 That a meeting of the Strategic Planning Working Group be arranged as soon as possible.

065 That all professional advice available to the Council be sought and utilised. Vote – Unanimous. The Resolution was carried.

### **FC.17 Personnel issues**

066 Taking into consideration the confidential nature of the business discussed, the Personnel Chairman updated Members regarding the recruitment process.

### **067 13.4 Honorarium Payment**

068 **Taking** into consideration the confidential nature of the business discussed, **IT WAS RESOLVED** to make a retrospective Honorarium payment to a volunteer. Vote – Unanimous. The Resolution was carried.

069 Agenda Item **9.4 IT WAS RESOLVED** to make a pro rata comparative payment to a staff member. Vote – Unanimous. The Resolution was carried.

### **070 Fixed Penalty Notice**

071 Taking into consideration the confidential nature of the business discussed, and following further information being made available to Council **IT WAS RESOLVED** that STC pay the Fixed Penalty, which is recoverable. Vote – Unanimous. The Resolution was carried.

### **072 Handbook/Contracts**

073 **Taking** into consideration the confidential nature of the business discussed, retrospective approval will be required of Staff Handbooks and Contracts.

There being no further business, the Chairman thanked Members for attending a closed the meeting at 9.45 p.m.