

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

Minutes of the Meeting of the **Full Council** held on
Wednesday 26th February 2014 at 7:30pm
in The Source, Southgate, Sleaford

PRESENT: Councillor B Watson, (Chairman)

Cllr K Dolby (Vice-Chairman)	Cllr M Allan	Cllr D Birks
Cllr C Darch	Cllr B Dunbar-Beckford	Cllr J Titmus
Cllr M Graves	Cllr H Lorimer	Cllr T Mayfield
Cllr M Suffield	Cllr D Suiter	Cllr G Titmus
Cllr K Fernandes (8:20pm)	Cllr D Vere-Critchler	

Also Present: Reverend Philip Johnson, C/Cllr Hagues and 1 member of the public.

No Officer was in attendance. Notes of the meeting were taken by Cllr J. Titmus.

Reverend Johnson spoke a few words about Mrs Bernice Heppell, R.I.P. Mrs. Heppell had served on the Town Council for many years and was a former Sleaford Town Mayor. The Council observed a minute's silence in her memory and prayers were said.

The Chairman welcomed all present and opened the meeting at 7:45pm.

- FC.1 APOLOGIES.** Apologies, with reasons, had been given from Councillors I Dolby, G Jackson, Cllr K Fernandes and J Mathieson. These were accepted.
- FC.2 DECLARATIONS OF INTEREST.** To receive any Personal interests or Disclosable Pecuniary Interests. There were none.
- FC.3 CHAIRMAN'S REPORT.**
The Chairman had attended the re-opening of Sunnys Fish and Chip shop, and the B&B Friday club and met with Mr Adam Cook a charity fund raiser.
- The Chairman had attended a Town Fund Meeting with Cllr B Dunbar-Beckford and Mrs Stephanie Goodland. Charitable donations are awarded on a points system. The efforts of Mrs Sue Fortune and Mr Gordon Hunter on behalf of the Town Fund were noted. The Chairman advised details of organisations to receive Donations.
- FC.4 CLERK'S REPORT.** There was no report.
- FC.5 MINUTES.** To look at the Notes from the meetings held on January 29th, 2014 and accept them as Minutes of these meetings.
- 5.1 IT WAS RESOLVED THAT** the Notes of 29th January 2014, as Minutes of that meeting be approved. Vote – unanimous. The Resolution was passed.
- 5.2 IT WAS RESOLVED THAT** the Confidential Notes of 29th January 2014 be approved as Confidential Minutes of that meeting. Vote – unanimous.

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Signed

The Resolution was passed

5.3 Notes of Meetings 12th and 18th February 2014 were not available

5.4 Notes of Personnel Committee 22nd January, Services Committee 19th February to follow.

FC.6 CLERK'S NOTES. For information/noting only.

FC.6.1 The Clerk's Notes are distributed to provide non-committee members with an overview of committees' work. Notes may be subject to change and are referred to the next appropriate Committee meeting for approval. They are notes only and may be subject to change.

FC6.2 Clerks' Notes were noted en-bloc.

FC.7 FINANCE. To receive Financial Report.(Software format enclosed)

FC7.1 Concerns regarding financial procedures were discussed at meeting between RFO and Cllr M Graves viz Budget lines need addressing; Virements to be earmarked.

FC7.2 RFO may authorise payments in absence of the Clerk. A further/second authorisation is required to avoid Council risk.

IT WAS RESOLVED THAT In the absence of the Clerk, the RFO would authorise payments in the first instance, and a further authorisation be obtained. Vote – unanimous. The Resolution was passed.

FC.8 REPRESENTATIVES ON OUTSIDE BODIES.

Any Councillor who has represented the Council on their nominated outside body is asked to report to the Full Council meeting after this representation. There were no reports made.

FC.9 OTHER AD-HOC COUNCIL REPRESENTATION

Councillors invited to meetings etc on an ad-hoc basis are asked to report to the Full Council meeting following their meeting. There were no reports.

FC.10 TOWN COUNCIL SURGERIES & FARMERS' MARKETS

The Chairman circulated an Attendance Roster for councillors to complete.

FC.11 FIELDS IN TRUST.

Cllr Dolby reported that the Co-op had collected the stone but found it had a fracture. A new stone is being looked for.

FC.12 RESOLUTION TO MOVE INTO CLOSED SESSION.

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 passed.

FC.13 To Consider Staff related Issues, including Councillor/Officer Protocol.

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IT WAS RESOLVED THAT Discussion of Agenda Items FC13 and FC14 be combined. Vote – unanimous. The Resolution was passed.

FC.14 To Consider Personnel Committee Decision Response - Cllr D. Vere-Critchler.

FC13 & 14 1 .The Chairman advised that the Full Council did not appear to have adopted the Staff Handbook as recommended by the Clerk. **IT WAS RESOLVED THAT** the Staff Handbook v 2014 be adopted. Vote – unanimous. The Resolution was passed.

FC13 & 14 2. Cllr K Dolby advised that an appointment panel had been approved. A retired SKDC Officer with experience and expertise could be available to assist the Council.

FC13 & 14 3. IT WAS RESOLVED THAT discussions be held with the retired SKDC Officer.
Vote – unanimous. The Resolution was passed.

FC13 & 14.4 IT WAS RESOLVED THAT the Clerk’s permission be requested for a referral to an O.H.T. Vote – unanimous. The Resolution was passed.

FC13 & 14.5 In view of recent staff resignations and as standard business practice, **IT WAS RESOLVED THAT** that the office entry code be changed. Vote – unanimous. The Resolution was passed.

FC13 & 14 6. IT WAS RESOLVED THAT staff parking permits should be returned when staff members leave. Vote – unanimous The Resolution was passed.

FC13 & 14 7. IT WAS RESOLVED THAT the IT Consultant look into this matter. Vote – unanimous. The Resolution was passed.

Cllr K Fernandes joined the meeting at 8:20pm.

FC13 & 14 8 IT WAS RESOLVED THAT the Personnel Committee seek approval for Services staff to attend a Headstone repair course. Vote – all for. The Resolution was passed.

FC14 To Consider Personnel Committee Decision Response - Cllr D. Vere-Critchler

FC14.2 IT WAS RESOLVED THAT that “at any meeting which deals with issues regarding the Clerk, the Council agrees that one Cllr should not be present during those discussions.”

FC.15 Parking Bays, Mallards Hotel.- Correspondence 12 & 13th February, 2014 copies enclosed.

FC15 .1 Cllr M Graves advised that the Council has incurred solicitors’ fees of £2,000 to date, and also a loss of income of £1,800..

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Signed

IT WAS RESOLVED THAT the Council would

- grant a three-year parking concession to the Mallards at a reduced rate of £390 per annum.
- disallow an inherent right of renewal after this 3 year period
- charge after that time for £620 p.a. for parking permits.

It was resolved to extend the meeting by a further 10 minutes.

FC.16 To Discuss Issues in the Town Cemetery.

It was resolved that Full Council accepts 2, 3, 4 and 5. That 1 be looked into further.

FC.17 OFFICE PREMISES – There was no report.

FC.18 EASTGATE CAR PARK - Repainting Yellow lines.

It was resolved to put up a sign informing public they could use these bays with a valid ticket.

FC.19 MUSEUM TRUST – There was no report.

FC.20 TENDERS: For Information, letter sent to Contractors.

It was reported that 6 Tenders were sent. Advertisement sent. Nothing more can be done at the moment. Closing date 14th March 2014.

FC.21 REQUEST FOR STORAGE FAILITIES – River Slea Clean Up Team (and River Care.)

It was resolved that this item be referred to the Services Committee to look into details.

There being no further business, the Chairman closed the meeting at 10:05pm.