

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

Minutes of a Meeting of the **Full Council** held on
Wednesday 16th July, 2014, 7.45p.m. at The Source, Southgate, Sleaford.

PRESENT: Councillor K. Dolby, (Chairman)

Cllr M. Allan	Cllr K. Fernandes	Cllr R Dunbar-Beckford
Cllr G Jackson	Cllr G. Titmus	Cllr M. Suffield
Cllr D Suiter	Cllr J Titmus	Cllr P. McCallum
Cllr H. Lorimer	Cllr T. Mayfield	Cllr M. Graves
Cllr C. Darch	Cllr J. Mathieson	

Also in Attendance: Members of the Public Press (1) & Council Officers Mrs L. Savage, Mrs S Scholes & Mr. K. Martin.

The Chairman welcomed all to the Open Forum and invited questions from the Public. Two members of the public expressed views and raised questions regarding the proposed CPO action. The Chairman requested that the questions be sent to the office for a detailed Council response. There being no further questions, the Chairman opened the Council Meeting at 7.50p.m.

FC.1 APOLOGIES. Apologies, with reasons were given and accepted from Councillor D. Birks.

FC.2 DECLARATIONS OF INTEREST.

FC2.1 To receive declarations of pecuniary interests in accordance with the Localism Act 2011 and to receive declarations of personal interests. There were none.

FC2.2 It was noted that the Register of Interest of Cllr M. Suffield is to be updated, following his election as a District Councillor.

FC2.3 Councillors' Dispensation: In accordance with the Council's Code of Conduct, following written requests from all Councillors present, **IT WAS RESOLVED THAT** the Council grant a dispensation in the matter of the proposed CPO relating to Boston Road Recreation Ground, to permit Members to participate in a discussion, and vote even if he/she has an interest in the matter and if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member(s) to take part, or it is otherwise appropriate to grant a dispensation.
Vote: Unanimous. The Resolution was carried.

FC.3 CHAIRMAN'S REPORT.

FC.3.1 The Chairman introduced Mr. Kevin Martin, the Council's recently-appointed Project Lead, to the meeting.

FC3.2 On-Line Communications/Use of Social Media – Facebook etc. The Chairman requested all Councillors take note of guidance in the Local Government Office, "Connected Councillors" document. Councillors should have regard to their Code of Conduct at all times.

FC.3.3 The Mayor and Deputy Mayor reported Duties and Functions attended on behalf of the Council.

FC.3.4 Fields in Trust: it is hoped that the stone will be installed in the near future.

FC.4 CLERK'S REPORT. – None

FC.5 MINUTES OF FULL COUNCIL METINGS 28th May, 4th June, 24th June, 2nd July, 2014.

FC.5.1 Subject to amendments that Cllr "Mrs" H. Lorimer should read "Miss" and Cllr "B. Dunbar-Beckford" should read "R. Dunbar-Beckford", **IT WAS RESOLVED THAT THE** Notes of the above meetings be accepted as Minutes.

Vote: Unanimous, the Resolution was carried.

FC.6 CLERK'S NOTES

Clerk's Notes of General Purposes Committee (11th June) and Services Committee (18th June, 2014) were noted.

FC.7 COUNCILLOR RESIGNATIONS, COPTIONS AND ELECTIONS.

FC.7.1 It is necessary to reissue application forms regarding the Casual Vacancies to interested parties to comply with changes in eligibility requirements.

FC7.2 **IT WAS RESOLVED THAT** the vacancies would be re-advertised, requesting all interest persons contact the office by 25th July, and that Councillors would make any co-option's at the (Extra) meeting scheduled for 30th July, 2014.

Vote: Unanimous. The Resolution was carried.

FC. 8 FINANCE

FC.8.1 To receive the Financial Report of the RFO. It was noted that: Allotment income and NKDC Parking revenues are outstanding and that the R.F.O. wishes to check several budget/code headings. **IT WAS RESOLVED THAT** the R.F.O.'s Report be accepted. Vote: Unanimous, the Resolution was carried.

FC.9 REPRESENTATIVES ON OUTSIDE BODIES.

FC.9.1 Cllr Dolby has attended a meeting of the Renewable Energy Panel; their report will follow.

FC.10 OTHER AD HOC COUNCIL REPRESENTATION. – Nothing to report.

FC. 11 TOWN COUNCIL SURGERIES

FC.11.1 It was noted that the Surgery Attendance Register should be updated and Councillors are asked to volunteer to attend the surgeries, if possible on a roster basis.. Volunteers are also required for collection of Farmers' Market Fees.

FC11.2 Council Surgery Report 5th July, 2014 .(Cllr M. Allan) had been previously circulated. Enquiries were noted, and had been referred on where appropriate. The poor state of the Lollycocks area is of increasing concern – a joint meeting with NKDC is being arranged by Services Supervisor.

FC.12 FORTHCOMING EVENTS

- 25th July – Twinning Association Reception. **IT WAS RESOLVED THAT** Councillors will pay own costs (£11.00); Vote Unanimous: The Resolution was carried. Councillors were asked to R.S.V.P. to the office and volunteer help was requested to decorate the dining room.
- Commemoration of Commencement of WW1 – wreath laying Cemetery War Memorial, 11.00a.m. 4th August, 2014. Councillors are asked to notify the office of their attendance.
- Skate Jam 10th August (prov.) – Organisers have been asked to supply more information, nothing further received.
- Octoberfest 19-20th October – for noting
- Christmas Market 30th November – for noting
- Burt Holland Fair, May 2015 – for noting
- Dog Show 7th June, 2015 – for noting.

FC.13 COMMITTEE TERMS OF REFERENCE – For Final Approval.

FC.13.1 Having been approved by the respective Committees, **IT WAS RESOLVED THAT** the Draft Terms of Reference for: Applications, General Purposes and Services Committees are approved. Vote: Unanimous. The Resolution was Carried.

FC13.2 It was noted that Personnel T.O.R. had been previously approved and Finance & Strategy T.O.R. would follow.

FC.14 POLICIES

FC14.1 Council policies are being reviewed and updated and new policies created where necessary.

FC14.2 A Safeguarding Policy draft has been previously circulated.

It was noted that:

- “CRB” checks are now known as “Disclosure and Barring Checks”
- Cllr G. Titmus has experience and qualification to serve as the Council's Safeguarding Officer.

- Cllr Suffield volunteered to monitor changes in legislation and responsibilities and to assist Cllr Titmus.

FC14.3 The Council's "Guide to Handling Complaints and Complaints' Procedure" has been revised and a draft previously circulated.

FC14.4 **IT WAS RESOLVED THAT** both Policy Documents above be adopted by the Council. Vote: Unanimous. The Resolution was carried.

FC.15 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 carried.

FC.16 RECREATION GROUND

FC16.1 Sleaford Recreation Ground Conservation Group – request letter for support. In discussion, it was noted that:

- The views of the Group are in accord with those of the Town Council.
- The Group is seeking the Council's "endorsement".
- Its aims and objectives are promoted via website, social media & physical presence.
- It would be inappropriate to offer support or otherwise until the Council has taken note of current professional advice regarding the CPO.
- **IT WAS RESOLVED THAT** a letter is sent to S.R.G.C.G. confirming the Council's present position, and that further professional advice is being sought. Vote: Unanimous, the Resolution was Carried.

FC16.2 Letter from Council's Solicitors (14.07.14).

FC16.2.1 Copies were distributed and **IT WAS RESOLVED THAT** the Partner handling this matter is invited to attend an Extraordinary Meeting of the Council to be held on 30th July, to give his opinions and advice.

FC16.2.1 Councillors are requested to study the content of his letter prior to this meeting and to email any queries to the office in advance, to enable a considered response from the Solicitors.

FC16.2.3 Extraordinary Council Meeting Agenda will include Co-option of Councillors, as earlier resolved by Council.

FC16.3 Marking Land on Recreation Ground:

FC16.3.1 In discussion various suggestions to identify the land under likely to be lost were made, advantages and disadvantages of the various alternatives were noted. **IT WAS RESOLVED THAT** in the first instance paint marking would be tried (Chairman), and results reported back to the 30th July meeting. Vote: Unanimous, the Resolution was Carried.

FC16.4 Chairman's letter to the Press sent 8th July 2014 was noted.

IT WAS RESOLVED TO extend the duration of the meeting by 15minutes. Vote Unanimous: the Resolution was Carried.

FC17 MATTERS OF AN URGENT NATURE.

FC17.1: Staffing Issues:

Upon request, all Members of Council Staff (three) left the meeting (9.00p.m.) and returned at 9.05p.m

FC17.2 Failure of Council Computer Servers.

Cllr M. Graves reported that the Council's computer server had failed Friday 11th July, and as yet, Council's systems are not fully operational. Back up data is being installed. Serious concerns are expressed that the equipment / server systems are obsolete and the IT Consultant has been requested to investigate current options for the Council. The system is operational, but vulnerable. **IT WAS RESOLVED THAT** the IT Consultant's report and recommendations be considered at the F&S Committee Meeting on 23rd July and future action agreed. Vote: Unanimous. The Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.20p.m.

Mrs. S.M. Scholes,
Admin. Support Officer,
Sleaford Town Council.
30th July, 2014.