

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

Minutes of a Meeting of the **Full Council** held on  
Wednesday 1<sup>st</sup> July, 2015, 7.45p.m. at The Source,  
Southgate, Sleaford.

**PRESENT: Councillor G Titmus (Chairman)**

Cllr B Allan	Cllr M Allan	Cllr J Charlesworth
Cllr S Clegg	Cllr P Coyne	Cllr K Dolby
Cllr K Fernandes	Cllr M Graves	Cllr G Jackson (8:46pm)
Cllr J Mathieson	Cllr P McCallum	Cllr A Snookes
Cllr M Suffield	Cllr D Suiter	(Cllr J Brealey Cook)

**Also in Attendance:** Members of the Public (7), Press (0) & 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. No members of the public wished to speak.

The Chairman said he did not wish for members to stand when addressing the Council but requested for all to speak clearly.

**FC.1 APOLOGIES.**

001 Apologies, with reasons, had been received from Councillors H Lorimer, S Fields and G Jackson. These were accepted, the attendance register was completed.

**FC.2 DECLARATIONS OF INTEREST.**

002 Cllr K Fernandes declared an interest in agenda item No.3.

**FC.3 COUNCILLOR CO-OPTION – Quarrington Ward.**

003 Open vote to be taken by show of hands.

005 Following an informal discussion with each candidates:-  
Miss Jan Brealey Cook  
Mrs Susan Melody Shanahan-Kluth  
Mr Arthur Graham Kelly

006 Miss J Brealeycook received a majority vote.

007 **IT WAS RESOLVED THAT** Miss Jan Brealeycook be Co-opted as a Council Member for Quarrington Ward. The Resolution was carried. Declaration of Acceptance of Office was signed.

008 Cllr J Brealey Cook was welcomed as a new Councillor and asked to attend the Office to complete other necessary documentation. She was welcomed to the meeting, noting that she had not received reports etc in advance of the meeting.

#### **FC.4 CHAIRMAN'S REPORT.**

- 009 4.1 Mayoral Functions. Members received a verbal update on functions attended.  
010 4.2 Deputy Mayoral Functions – Members received a verbal update.  
011 4.3 It was agreed to hold an informal meeting of all Council members to discuss future meeting arrangements; committees' structure; councillors' Allowances Policy et al.

#### **FC.5 CLERK' & PROJECT LEAD - REPORT MATTERS OUTSTANDING AND PROGRESS MADE.**

- 012 5.1 Skate Park. A second Risk Assessment/Safety Inspection has been carried out and weekly in-house inspections are ongoing. After discussion, **IT WAS RESOLVED** that, as a result of its further investigations, the Council will carry out a reappraisal of the submitted quotations. Vote – 14 for and 1 abstention. The Resolution was carried.
- 013 5.2 Training – Details of councillors' training courses were circulated: all Member are requested to attend training events and to contact the office for necessary arrangements to be made.
- 014 5.3 STC Surgeries reconvene Saturday 4<sup>th</sup> July 2015 (Cllr J Mathieson). A list requesting Councillor volunteers was circulated and completed
- 015 5.4 Boston Road Recreation Ground - new vehicle gate is in place and gate will be closed at all times. Service Staff and contractors to be reminded to close gates after entry/exit.
- 016 Councillor G Jackson joined the meeting.
- 017 5.5 Community Policy Team invitation to attend Full Council Meetings. This was noted.  
018 5.6 Electoral Review of Lincolnshire – The Local Government Boundary Commission for England, for noting. This was noted.  
019 5.7 Historic Car & Motor Cycle Show – The report previously circulated, was noted.  
020 5.8 Good Councillors Guide: Essential Guidance for local Councillors. It was noted to incorporate Addendum to the 4<sup>th</sup> edition.  
021 5.9 Councillors' Code of Conduct – update for approval. The draft enclosure was noted.

#### **FC.6 MINUTES.**

- 022 6.1 **IT WAS RESOLVED** that the Notes of the AGM meeting held on 20<sup>th</sup> May 2015, be accepted as Minutes of that meeting. Vote - 13 For, 2 abstentions. The Resolution was carried.

#### **FC.7 CLERK'S NOTES. For information only, no discussion.**

Services 27<sup>th</sup> May. Finance & Strategy 18<sup>th</sup> March & 10<sup>th</sup> June 2015. General Purposes 3<sup>rd</sup> June 2015, were circulated. All were noted en-bloc.

## **FC.8 FINANCE**

- 023 8.1 Following explanations from The Project Lead, the Financial Report was noted.
- 024 8.2 **IT WAS RESOLVED** to reimburse the Clerk's expenses incurred on behalf of the Town Council by BACS. Vote – 15 For, 1 Abstention. The Resolution was passed.

## **FC.9. REPRESENTATIVES ON OUTSIDE BODIES AND WORKING GROUPS AND WORKING GROUPS**

- 026 A revised list of current Working Groups and their composition was agreed. A copy is attached to these Minutes (ref 01.07.15)
- 027 Amendments were made to the list of Representatives, and a copy of the amended list is attached to these Minutes (ref 01.07.15)  
**IT WAS UNANIMOUSLY RESOLVED** to accept these amendments.
- 028 For Noting: Former "C.P.O." Working Group will be renamed "Strategic Planning".

## **FC.10 OTHER AD-HOC COUNCIL REPRESENTATION**

- 029 Councillors who are invited to meetings etc on an ad-hoc basis are requested to submit their reports for inclusion with next FC Agenda.

## **FC.11 TO APPROVE COMMITTEE MEMBERSHIP.**

- 030 Cllr P Coyne volunteered to stand down from Services Committee and requested that Cllr M Allan fills this vacancy. Cllr M. Allan indicated his willingness to join the committee.
- 031 **IT WAS RESOLVED** to accept the amendments to the Services Committee Membership. Vote: 15 For, 1 Abstention.
- 032 **IT WAS FURTHER RESOLVED** that Cllr J Brealeycook joins the Planning Applications and the Finance & Strategy Committees. Vote – Unanimous. The Resolution was carried. **NB: amended Committee Membership is attached to these Minutes.**

## **FC.12 TO APPROVE CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES:**

- 033 12.1 **Applications** – Cllr D Suiter, Chairman. Cllr J Charlesworth Vice.
- 034 12.2 **Services** – Cllr M Suffield, Chairman. Cllr J Charlesworth, Vice.
- 035 12.3 **General Purposes** – Cllr G Jackson, Chairman. Cllr A Snookes, Vice
- 036 12.4 **Finance & Strategy** – Cllr M Graves, Chairman. Cllr M Suffield, Vice
- 037 12.5 **Personnel** – Cllr J Mathieson, Chairman. Cllr K Dolby, Vice.
- 038 **IT WAS RESOLVED** to approve the Chairman and Vice Chairman of Committees appointments as above, en-bloc. Vote – Unanimous. The Resolution was carried.

## **FC.13 FORTHCOMING EVENTS FOR APPROVAL - none for this meeting.**

## **FC.14 FROM OTHER COMMITTEES/ APPOINTMENT PANELS**

- 039 14.1 From F&S 10<sup>th</sup> June 2015 - **S106 MONIES** .

040 **IT WAS RESOLVED** that the S106 monies received in respect of the J.C. Williams site development (Westgate, 2005) to the sum of £13,600 are used to fund the lighting/CCTV work at the Skate Park on the Boston Road Recreation Ground in conjunction with the Skate Park refurbishment project. Vote – Unanimous. The Resolution was carried.

**FC.15 CEMETERY REGULATIONS REVIEW Parts I & II**

041 **IT WAS RESOLVED** to accept the Cemetery Regulations, Part 1 & 2. Vote – Unanimous. The Resolution was carried.

**FC.16. LEADER OF THE COUNCIL – Notes form Working Group meeting 19.06.15**

042 **IT WAS RESOLVED** that the Working Group would meet on 10<sup>th</sup> July, 2015, to further discuss the role of the Leader of the Council. Working Group comprises Cllrs M Allan, M Graves, K Dolby, J Charlesworth and Clerk. Vote – 14 for and 1 abstention. The Resolution was carried.

**FC.17 MONEYS YARD TOILETS – NKDC decision, Lease Renewal.**

043 NKDC's decision to Lease Money's Yard Toilets for one year, was noted

044 The licence for Money's Yard Toilets and a report to determine public conveniences provision to be brought to the next Full Council Meeting.

**FC.18 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.

045 **IT WAS RESOLVED** to grant an extension for a further 10 minutes. Vote – Unanimous. The Resolution was carried.

**FC.19 STRATEGIC PLANNING (Formerly CPO)**

046 The Working Group will meet on 4<sup>th</sup> July.

**FC.20 OFFICE PREMISES.**

047 Members were given a update on the current position.

**FC.21 PERSONNEL ISSUES.**

048 21.1 **Approval of renewal of a temporary contract. IT WAS RESOLVED** that the seasonal worker contract be extended until the end of October 2015. Vote – Unanimous. The Resolution was carried.

049 21.2 **Consider outstanding payment to a member of staff. IT WAS RESOLVED** that the outstanding payment detailed in Clerk's Memo 24.06.15 be made. Vote – 14 for and 1 abstention.

050 21.3 **Personnel** – In response to a request from the Council’s professional advisors, and taking into consideration the confidential nature of the business discussed, **IT WAS RESOLVED** to reaffirm previous Resolutions. Vote – 13 for and 2 abstentions. The Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 10:04pm.

**Actions from Full Council Meeting – 1<sup>st</sup> July 2015**

FC.4 Chairman’s Report	Informal meeting to be held to discuss committee structures etc	Meeting date yet TBC
FC.5 Clerk/Project Lead Report	Skate Park: seek further investigations	Project Lead
	Cllr Training: all members requested to attend course	Ongoing
FC.9 Outside Bodies & WG	CPO Working Group to be renamed <b>Strategic Planning</b>	Office
FC.10 Other Ad-Hoc Council Representation	Cllrs reports to be submitted for inclusion with next FC Agendas	FC
FC.16 Leader of the Council	WG to reconvene 10.07.15	Cllrs MA, Mg, KD, JCW & Clerk
FC.17 Money’s Yard Toilets	Licence and report to next FC	FC
FC.19 CPO/Strategic Planning	WG to meeting 04.07.15	