

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

Minutes of a Meeting of the **Full Council** held on  
Wednesday 16<sup>th</sup> March, 2016, 7.04.m. at The Source,  
Southgate, Sleaford.

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

Cllr D Suiter (Vice Chairman)	Cllr B Allan	Cllr M Allan
Cllr A Brand	Cllr J Brealeycook	Cllr J Charlesworth
Cllr S Clegg	Cllr P Coyne	Cllr K Dolby
Cllr K Fernandes	Cllr M Graves	Cllr G Jackson
Cllr H Lorimer	Cllr J Mathieson	Cllr P McCallum
Cllr A Snookes	Cllr R Willis	

**Also in Attendance:** Assistant Clerk, Project Lead and Minutes Clerk  
**Press** (from 7.13p.m.), **Public** (1. 3 further members from 7.11p.m.)

There being no questions from the public present at 7.00p.m., the Chairman opened the Council Meeting at 7:04pm.

**FC.1 CHAIRMAN'S WELCOME**

001 The Chairman welcomed all to the Full Council meeting.

**FC.2 APOLOGIES FOR ABSENCE**

002 No apologies for absence were received.

**FC.3 DECLARATIONS OF INTEREST.**

003 None were declared at this stage.

**FC.4 COUNCIL MEMBER**

004 Cllr Richard Willis, (Mareham Ward) was welcomed to his first Full Council Meeting. Completion of Declaration of Office (17.02.16) was noted.

**FC.5 MINUTES.**

005  
006 5.1 **9<sup>th</sup> December 2015** - It was noted that Cllr Lorimer had requested the Recorded Vote.

007 **IT WAS RESOLVED** that these minutes, with one minor amendment, be accepted as Minutes of that meeting. Vote – 16 for; 1- against and 1 abstention. The Resolution was carried and the Chairman signed the Minutes.

008 5.2 **6<sup>th</sup> January 2016 (extra)**; - A request that the name of a member requesting a Recorded Vote should be included in all minutes will be discussed under agenda item 7.

- 009 **IT WAS RESOLVED** that these minutes, with one minor amendment, be accepted as Minutes of that meeting. Vote – 17 for and 1 abstention. The Resolution was carried and the Chairman signed the Minutes.
- 010 **5.3 20<sup>th</sup> January 2016 (extra); IT WAS RESOLVED** that these minutes, with one minor amendment, be accepted as Minutes of that meeting. Vote – 17 for and 1 abstention. The Resolution was carried and the Chairman signed the Minutes.
- 011 **IT WAS RESOLVED** that the meeting be adjourned briefly to allow the members of the public to settle. Vote – Unanimous. The Resolution was carried.
- 012 Once the public were settled **IT WAS RESOLVED** to continue the meeting. Vote – Unanimous. The Resolution was carried.
- 013 In answer to a query from Cllr Jackson as to whether members of the public could ask questions, it was noted that the Full Council meeting was in progress and questions from the public would not be facilitated.
- 014 **5.4 Minutes 3rd February 2016 - IT WAS RESOLVED** that the notes of this meeting, be accepted as Minutes. Vote – 16 for and 2 abstentions. The Resolution was carried and the Chairman signed the Minutes.
- FC.6 CHAIRMAN'S REPORT**
- 015 **6.1 Verbal report from Chairman** - Cllr Titmus noted the large Agenda and requested councillors' cooperation in adhering to the Rules. Cllrs may always ask questions but should note the supporting material supplied with the Agenda. Officers were complimented for presenting such comprehensive paperwork.
- 016 **6.2 Civic Attendance Reports** –This enclosed report was noted.
- 017 **6.3 STC Civic Service Sunday 8th May 2016 at 3.00 p.m.** This will be a Thanksgiving Service and opportunity to formally open the Town Hall. Invitations and further information will be sent out.
- 019 **6.4 Working Groups** – Calling of Working Group Meetings should be sent via the office, and a minimum of three days' notice to be given if possible.
- FC.7 CLERK'S REPORT**
- 020 **7.1 Matter of LALC advice on STC training sessions, Recorded Vote protocol** - LALC are not currently able to deliver in-house training sessions and encourage councillors to attend the courses already arranged around the county.
- 021 **Regarding the protocol for recorded votes** – The protocol advice was noted and it was agreed that in the future, Minutes will record the name of the person requesting a Recorded Vote.

- 022 **7.2 From Services & Amenities - 20.01.16. – S106 Monies, Tamar Court/Church Lane.**
- 023 **IT WAS RESOLVED** that STC does not wish to take over ownership of the open space site, Tamar Court, or receive £2,000 Section 6 money until it is brought up to an acceptable condition. Vote – Unanimous. The Resolution was carried.
- 024 **7.3 Request from the Services & Amenities Committee Chairman to postpone meeting scheduled for Monday 21<sup>st</sup> March.**
- 025 Following discussion, **IT WAS RESOLVED** that the date for the next Services & Committee Meeting be moved to Monday 25<sup>th</sup> April 2016. Vote - 12 for; 2 against and 4 abstentions. The Resolution was carried.
- 026 **7.4 STC Representation on Outside Bodies and other Ad Hoc Groups – For Clarification - These have been standard items on Agenda for several years.**
- FC.8 CLERK’S NOTES/MINUTES**
- 027 8.1 Planning Applications: 2<sup>nd</sup> December 2015; 6<sup>th</sup> January 2016; 27<sup>th</sup> January 2016 and 17<sup>th</sup> February 2016.  
8.2 Services & Amenities: 20<sup>th</sup> January 2016.  
8.3 General Purposes: 3<sup>rd</sup> February 2016.  
8.4 Finance & Strategy: 2<sup>nd</sup> December 2015.  
8.5 Personnel: 10<sup>th</sup> February 2016 and 1<sup>st</sup> March 2016
- 028 It was agreed that the above be noted en-bloc.
- FC.9 FINANCE .**
- 029 9.1 Financial Report – verbal update from Project Lead that there should be a year end surplus of income over expenditure.
- 030 9.2 **Dual Control for electronic banking transactions on behalf of the Council – IT WAS UNANIMOUSLY RESOLVED** to ratify F&S Committee recommendation, that the internet banking arrangements and dual controls currently in place, whereby one person prepares and one authorises remain with officers as opposed to councillors. The Resolution was carried.
- 031 9.3 **Regular payments from Council’s bank account - IT WAS UNANIMOUSLY RESOLVED** to approve continuation of payments to the listed suppliers/payees by DD or SO and that Council agree the use of CHAPS and BACS when required subject to the controls regarding councillor authorisation for any payment. The Resolution was carried.

- 032 9.4 **Christmas Market - IT WAS UNANIMOUSLY RESOLVED** to ratify the F&S Committee decision, viz:
- The Christmas Market will continue to be a Council activity;
  - The event forms part of the Council's core budget and activities
  - The event is added to the service remit of General Purposes Committee
  - The current balance of £4202.80 held in a separate bank account in the Council's name is transferred into the Council's general reserves with the Christmas Market bank account being closed. The Resolution was carried.
- 033 9.5 **Honorarium Payment – IT WAS UNANIMOUSLY RESOLVED** that the Honorarium payment of £500 for 2014, be paid. The Resolution was carried.
- 034 9.6 **Items of a financial nature - The following items to be approved**
- Purchase of new slide and associated safety surface replacement at the Boston Road Recreation Ground in the sum of £4,300.
  - Repairs to grassed play areas at Lincoln Road Recreation Ground in the sum of £5,500. The Committee wish the work to progress subject to finding finance from balances at the year end for 2015/16. Should this not be possible the Clerk will refer the matter back to Finance and Strategy Committee.
  - Pending a wider review of the Council's Scale of fees and charges the charge for the 2016 May Fair at the Boston Road Recreation Ground be set at £576 based on a 20% uplift to the 2015 charge of £480.
  - That having regard for the likely 2015/16 year end financial position that the first call on any underspend should be to repay back to the Council's reserves the sums actually used for the New Premises start-up costs and extra running costs which were both allocated £25,000 each originally.
- 035 **IT WAS RESOLVED** that the above recommendations are approved. Vote – Unanimous. The Resolution was carried.
- FC.10 REPRESENTATIVES ON OUTSIDE BODIES AND WORKING GROUPS.**
- 036 10.1 **Sleaford Museum Trust** – Cllr Titmus' report was noted. The Museum is progressing well and had received over 3000 visitors by January 2016.
- FC.11 OTHER AD-HOC COUNCIL REPRESENTATION.**
- 037 None for this meeting.
- FC.12 FORTHCOMING EVENTS FOR APPROVAL/NOTING.**
- 038 None for this meeting.

**FC.13. FROM OTHER COMMITTEES**

039 13.1 **Neighbourhood Plan WG** – Cllr P Coyne gave a verbal update. Cllrs McCallum and Cllr Dolby have resigned from the Working Group.

040 Appointment of two new WG Members on the Neighbourhood Plan to be an item on the Agenda of the next Applications Committee.

041 13.2 **To ratify the Terms of Reference and the request for an allocated budget line and officer input**

042 **IT WAS RESOLVED** that the following recommendations be accepted:

- 1) that a proposal be put to the next Finance and Strategy and Full Council meetings that a budget line be allocated to the Neighbourhood Plan
- 2) That a proposal be put to the next Full Council meeting that support from Office Staff should be provided to assist the neighbourhood Plan Working Group, and any subsequent Forum with responsibility for the development of the Neighbourhood Plan. Vote – Unanimous. The Resolution was carried.

043 Budget line to be created. At present neither the amount of budget or input of officer support is known.

**FC.14 AMENDMENT OF EXISTING MARKET LICENCE**

044 **IT WAS RESOLVED** that this item be moved to closed session. Vote – Unanimous. The Resolution was carried.

**FC.15 CEMETERY**

045 15.1 Muslim Burials - **IT WAS RESOLVED** to accept the following:-

1. That the Council makes available land at the south west corner of Section "00" of Sleaford Cemetery for Muslim Burials
2. That the Council Approved Regulations, together with Appendix1 be applied to all Muslim Burials.
3. That the Council approved current and future Cemetery Fees be applied to all Muslim Burials.
4. That Operations and Administration Staff receive appropriate training in the etiquette and management of Muslim and diverse funerals.

Vote – Unanimous. The Resolution was carried.

**FC.16 STANDING COMMITTEE VACANCIES**

046 **IT WAS RESOLVED** that Cllr Brand becomes a member on the Services and Amenities Committee and that Cllr Clegg becomes a member on the General Purposes Committee. Vote – 15 for and 3 abstentions.

## **FC.17 VACANT VICE CHAIRMAN POSITIONS**

- 047 The Committee were reminded that only members of the actual committee can vote on these items.
- 048 **The vacancy for Vice Chair for Finance and Strategy** has already been filled at the Committee meeting.
- 048A **(Clerk's Note: the appointment of F&S Vice-Chairman 2<sup>nd</sup> March 2016 was for that meeting only, carry forward to next F&S Committee Agenda.)**
- 049 **The Vacancy for Vice Chair for Services and Amenities -**  
Cllr Charlesworth proposed and Cllr Graves seconded the proposal that Cllr Dolby should be Vice Chair.  
Cllr M Allan proposed and Cllr Snookes seconded the proposal that Cllr Brand should be Vice Chair.  
Voting for Cllr Dolby -4  
Voting for Cllr Brand – 4
- 050 Cllr Charlesworth exercised his casting vote and Cllr Dolby was elected, as Vice Chairman of the Services and Amenities Committee.

## **FC.18 TO RESOLVE MATTERS RAISED IN REQUEST FOR AN EXTRA ORDINARY MEETING (04.03.16) AND MOTION TO MAKE RECOMMENDATIONS AS APPROPRIATE**

- 051 18.1 To receive a request that “The Council resolves to terminate the Council’s Strategic Planning Working Group and that all matters and correspondence associated with “the Tesco site” are presented to all members of the Council.”
- 052 Cllr Dolby proposed and Cllr Willis seconded the proposal that the Working Group is not disbanded but that its remit is reconsidered..  
For 6 - against 12 - abstained 0. This proposal failed.
- 053 **IT WAS RESOLVED** to terminate the Council's Strategic Planning Working Group and that all matters and correspondence associated with the "Tesco Site" are presented to all members of the Council. Vote 12 for and 6 against. The Resolution was carried.
- 054 18.2 Papers submitted by Cllrs Brand and M. Allan
- **Introduction:(Items Numbered 1 – 4)**
  - **Paper A: Strategic Plan Working Group Terms of Reference**
  - **Paper B: Constitution Working Group Terms of Reference**
- 055 Sleaford Town Council acknowledges that its commitment to transparency, engage all Councillors in its business and decision making and operate in line with open government policies and **IT WAS UNANIMOUSLY RESOLVED** that:

a) it will establish a Constitution which will set out revised processes, procedures, Standing Orders, Committee structures and Committee Terms of Reference. The new Constitution to be presented at a future meeting of the Council for adoption and so that it can be in place from the 2016 AGM.

b) a **CONSTITUTION Working Group** of 4 Councillors will be set up under the Terms of Reference now submitted, reporting to the Full Council.

c) Councillor nominations will be sought and will be elected at this meeting of the Full Council.

d) the **CONSTITUTION** Working Group will elect the Working Group Lead at this meeting. The Working Group Lead will ensure that the first meeting of the Working Group takes place within a week of this meeting date.

e) Working Group meetings are held at times that guarantee that all members of the Working Group will be able to attend.

f) Kevin Martin, as the incoming STC Clerk, is invited to attend this Working Group.

The Resolution was carried.

057 **IT WAS RESOLVED** that Councillors M Allan, Cllr Brand, Cllr Suiter and Cllr Coyne, be the four members of the **Constitution Working Group**. All four agreed they were happy to stand. Vote – Unanimous. The Resolution was carried.

058 **IT WAS FURTHER RESOLVED** that Cllr Suiter is the Lead Cllr of this WG. Vote – Unanimous. The Resolution was carried.

059 In support of the above proposal Sleaford Town Council **IT WAS UNANIMOUSLY RESOLVED** that it will establish a rolling three year strategic plan and that:

a) the plan will include all aspects of the way it delivers its functions, services provision and its communications with residents and businesses to ensure that these are delivered in the most efficient and cost effective way, delivering the best value for money, for Sleaford Taxpayers. The first year of the Strategic Plan, and the timescale for delivering years two and three, will be presented to a future meeting of the Council for adoption and so that it can be in place from the 2016 AGM.

b) a **STRATEGIC PLAN** Working Group of 4 Councillors will be set up under the Terms of Reference now submitted, reporting to Full Council

c) Councillor nominations will be sought and will be elected at this meeting of the Full Council

d) The Working Group will elect the Working Group Lead at this meeting of the Full Council. The Working Group Lead will ensure that the first meeting

of the Working Group takes place within a week of this Full Council meeting date.

e) The Working Group Meetings are held at times that guarantee that all members of the Working Group will be able to attend.

f) the Working Group will liaise with other Working Groups taking place and will subsume relevant recommendations into its consideration and recommendations to Full Council.

g) Kevin Martin, as the incoming STC Clerk, is invited to attend this working Group.

The Resolution was carried.

060 **IT WAS RESOLVED** that Councillors M Allan, Cllr Jackson, Cllr Suiter, Cllr Graves be the four member of the **Strategic Plan Working Group** Vote: 15For, 1 Against, 2 Abstentions. The Resolution was carried.;

061 Cllr Fernandes indicated his willingness to join the Working Group on an ad hoc basis.

062 **IT WAS FURTHER RESOLVED** that Cllr G Jackson is the Lead Cllr of this WG. Vote – Unanimous. The Resolution was carried.

063 It was agreed an extra Full Council Meeting would be held on 4<sup>th</sup> May, 2016 to ratify the work undertaken by both Constitution and Strategic Plan Working Groups as above and to be held on 4<sup>th</sup> May.

064 The Chairman cautioned of the need to respect NALC advice when reviewing Standing Orders. **IT WAS UNANIMOUSLY RESOLVED** that LALC or another expert body is involved in an advisory capacity. Vote – Unanimous. The Resolution was carried.

065 **IT WAS RESOLVED** that regular reports appear as agenda items on all committees. Vote – Unanimous. The Resolution was carried.

#### **FC.19 RESOLUTION TO MOVE INTO CLOSED SESSION.**

068 **IT WAS RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter(s). Vote – Unanimous. The Resolution was carried.

069 The meeting was suspended whilst the members of the press and public left the room and resumed at 9.10 p.m. **IT WAS RESOLVED** that the meeting be extended by 30 minutes. Vote – Unanimous. The Resolution was carried.



## **FC.20 SECURITY OF INFORMATION, SLEAFORD TOWN COUNCIL**

070 Councillors expressed their concerns at breaches of confidentiality as advised in the Clerk's report which was noted.

## **FC.21 EXERCISE OF OPTION AND PURCHASE OF QUAYSIDE HOUSE**

071 Taking into consideration the confidential and commercially sensitive nature of the business discussed, **IT WAS RESOLVED** that:

1. The option to purchase Quayside House is exercised
2. The legal advisors employed regarding the lease are engaged by the Council.
3. The Council appoints a Working Group to oversee and deliver the public consultation required to secure the borrowing required from the Public Works Loans Board.
4. The parameters of the borrowing requirement were agreed. Vote – Unanimous. The Resolution was carried.

073 **IT WAS RESOLVED** that the questionnaire provided by Cllr Coyne is put to the public at the Neighbourhood Plan public meeting, that letters of support are sought from potential users of the premises and that information is put onto the web site. Vote – Unanimous. The Resolution was carried.

074 The Working Group to consist of Cllr Jackson, Cllr Brand and Cllr Graves.

075 **IT WAS RESOLVED** to extend the time of the meeting by a further 15 minutes. Vote – Unanimous. The Resolution was carried.

## **FC.22 LAND RELATING TO FORMER PROPOSED TESCO SLEAFORD SITE**

076 Taking into consideration the confidential nature of the business discussed, **IT WAS RESOLVED** that

- the Council's stance remains the same
- the comments made previously by STC (letter 01.16) are re-iterated
- that potential developers be asked to submit detailed proposals to the Town Council for consideration.

## **FC.14 AMENDMENT OF EXISTING MARKET LICENCE**

077 All NKDC Councillors declared a non pecuniary interest in this item.

078 **IT WAS RESOLVED** that the Clerk is authorised to sign off the amended licence. Vote – Unanimous. The Resolution was carried.

## **FC.23 PERSONNEL ISSUES.**

079 23.1 **From Personnel 01.03.16 – To ratify the appointment of an HR Consultant, with effect 1<sup>st</sup> April 2016 and to request a supplementary estimate for 2016/17 subject to a further review of the Personnel Budget.**

080 All NKDC Councillors declared a non pecuniary interest in this item.

- 081 **IT WAS RESOLVED** that Full Council endorses the unanimous decision of the Personnel Committee regarding the appointment of an HR Consultancy for Sleaford Town Council.as per the document "Business Services Proposal" for a three year period. Vote -Unanimous. The Resolution was carried.
- 082 **IT WAS FURTHER RESOLVED** that the option of adjusting the level of services offered would be reviewed by November 2016 if necessary, and that year 1 will be funded from the personnel reserves. Vote – 17 for and 1 abstention. The Resolution was carried.
- 083 Cllr Lorimer left the meeting at 10.03 p.m.
- 084 23.2 **From Personnel 10.02.16 - Weekend Services Operative. IT WAS RESOLVED** that the appointment of a Weekend Services Operative was ratified. Vote – Unanimous. The Resolution was carried.
- 085 23.3 **From Personnel 10.02.16 – appointment of Clerk/RFO. IT WAS RESOLVED** that the appointment of Clerk/RFO with effect 13<sup>th</sup> August 2016 was ratified. Vote – Unanimous. The Resolution was carried.
- 086 23.4 **From Personnel 01.03.16 - To ratify the appointment of a Management Comm. IT WAS RESOLVED** that ta Management Committee comprised of the Deputy Chair of Full Council, Chair of Finance Committee and Council Leader be appointed to line manage the Clerk, reporting to Full Council; creating Terms of Reference with a review after 6 months. Vote – Unanimous. The Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 10.06 p.m.

#### **Actions from Meeting 16<sup>th</sup> March 2016**

FC.6 Chairman's Report 019 (6.4) Working Groups	Information is sent out from the office, when calling for a WG Meeting. A minimum of 3 days' notice to be given	Office
FC.7 Clerk's Report 022 (7.2) S106 Monies Tamar Court/Church Lane	STC does not wish to take over ownership until it is brought up to an acceptable condition	Clerk to notify NKDC
FC.9 Finance 032 (9.4) Christmas Market	Christmas Market becomes part of Council core budget and activities it is added to the service remit of General Purposes Committee	GP
	The current balance of £4202.80 held in a separate bank account in the Council's name is transferred	RFO

	into the Council's general reserves with the Christmas Market bank account being closed.	
033 (9.5) Honorarium Payment	Payment of £500 to be paid for 2014	RFO
034 (9.6)	Purchase new slide for BRRG	Services Supervisor
	Repairs to grassed play areas at Lincoln Road	Services Supervisor
	Year end finance position that the first call on any underspend should be to repay back to the Council's reserves the sums actually used for the New Premises start-up costs and extra running costs which were both allocated £25,000 each originally	Clerk/RFO
FC.13 From other Committees 039 (13.1) Neighbourhood WG	Possible appointment of 2 new members	Applications 30.03.16
	Allocate Budget Line	Clerk/RFO
	Office support	Office
FC.18 Matters raised in requests for an extra ordinary FC meeting	Establish a Constitution set out to revise processed, procedures, S/O, Committee Structure & ToRs.  Lead Cllr to set up meeting within a week of this meeting.	Constitution WG: Cllrs M Allan, A Brand, P Coyne, D Suiter – Lead Cllr
066	LALC or another external body to be involved with the above.	LALC
067	Regular reports to appear as agenda items on all committees	
	Extra Full Council to be called to ratify the above work	Extra ordinary FC 4 <sup>th</sup> May 2015
	Establish rolling three year plan: include ALL aspects of the way STC delivers functions  Lead Cllr to set up meeting within a week of this meeting.	Strategic Plan WG: Cllrs Cllrs M Allan, D Suiter, M Graves, G Jackson – Lead Cllr.
FC.20 (071) Security Information	Investigate security of e-mail addresses	Project Lead
FC.21 (072) Exercise of	Exercise this option. WG to be set	WG: Cllrs G Jackson, A

Option and Purchase of Quayside House	up to both oversee and deliver the public consultation	Brand, M Graves
073	That the questionnaire provided by Cllr Coyne is put to the public at the Neighbourhood Plan public meeting, that letters of support are sought from potential users of the premises and that information is put onto the web site.	
FC.22 (076) Land relating to former proposed Tesco Sleaford Site	STC's current stance remains the same - that there is no land swap deal and that the comments made previously by STC are re-iterated and that, if they do have proposals, they should send them to TC to be considered.	Letter sent by Clerk 17.03.16
FC.14 (077) Market Licence	Clerk authorised to sign off the amended licence	Clerk signed 17.03.16
FC.23 Personnel Issues (079)	Appoint new HR Company	
082	The option of gold level of service for the first year followed by bronze for the next two years with the option to upgrade by November 2016 if necessary, and that year 1 will be funded from the personnel reserves	
086 (23.4) Appointment of Management Committee	Committee to Comprise of Deputy Chair of FC, Chair of F&S and Council Leader	