

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

Minutes of a Meeting of the **Full Council** held on  
Wednesday 14<sup>th</sup> October, 2015, 7.15p.m. at The Source,  
Southgate, Sleaford.

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

|                                 |                     |                  |
|---------------------------------|---------------------|------------------|
| Cllr M Suffield (Vice Chairman) | Cllr B Allan        | Cllr M Allan     |
| Cllr J Brealeycook              | Cllr J Charlesworth | Cllr S Clegg     |
| 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 D Suiter    |

**Also in Attendance: Council Officers;** Responsible Financial Officer and Minutes Clerk

**Press (0) Members of Public (6)**

The meeting started at 7.00 p.m. with the initial 15 minutes designated for questions from the public. Six members of the public were present. The Chairman welcomed all present and invited questions from the them.

PF 1 In reply to a question, the Chairman advised that the move to new premises is expected to be at the end of October and that the acoustics, especially in the room which is to be the new Council Chamber will be much improved.

PF2 There were no further questions and the Chairman opened the Council Meeting.

**FC.1 Chairman's Welcome**

001 The Chairman welcomed all to the Council meeting.

**FC2 Apologies for Absence.**

002 Apology, with reasons, had been received from Cllr P Coyne. This was accepted and the attendance register was completed.

**FC.3 Declarations of Interest**

003 None were declared.

**FC.4 Minutes**

004 **IT WAS RESOLVED** that the notes from the Full Council meeting held on 19th August 2015, be accepted as Minutes of that meeting. Vote – Unanimous. The Resolution was carried.

**FC.5 Chairman's Report**

005 **5.1. Civic attendance – Mayor.** In addition to the listed occasions attended the Mayor had also opened a boutique and attended the ceremony in the cemetery commemorating the Battle of Loos.

006 **5.2. Civic attendance – Deputy Mayor.** This item was noted.

007 **5.3. Council Surgery.** By chance, a visiting councillor from Coningsby had called in at a STC Surgery. Impressed with what he saw and heard, he has subsequently introduced similar arrangements in his own council.

#### **FC.6 Clerks Report**

008 **6.1 Vacancy in Westholme Ward** – It was noted that an election is called (3<sup>rd</sup> December, 2015).

009 **6.2 Amended list of Provisional Dates** distributed for noting.

010 **6.3 Office Premises** - Move scheduled for end October. Arrangements for transferring phone and data lines are in hand; Clerk will keep councillors informed by e-mail.

011 **6.4 Report on Surgery** – This was noted.

012 **6.5 Royal British Legion** - Remembrance Parade. Members who wish to attend to reply to the office.

#### **FC.7 Clerk's Notes/Minutes**

013 **7.1 Planning Applications** 12th August, 2nd September, 23rd September no concerns, issues or queries raised

014 **7.2 Services** 9th September - No concerns, issues or queries raised.

015 **7.3 General Purposes** 16th September - No concerns, issues or queries raised.

016 **7.4 Finance and Strategy** - 5th August - No concerns, issues or queries raised.

#### **FC.8 Finance**

017 **8.1 Financial Report of RFO** - Reduced Market Rental income (30060) was queried: some stall holders attend fewer markets due to seasonal reasons. In reply to a question relating to Pest Control (30030), it is believed that the budgeted amount is adequate.

018 **8.2 Notice of conclusion of Audit** - Notice has been published and displayed.

#### **FC.9 Representatives on Outside Bodies and Working Groups.**

019 No reports received.

#### **FC.10 Other Ad-Hoc Council Representation**

020 Two reports have been received -

021 13.10.15 (Cllr Titmus) re Sport, Leisure and Cultural Strategy.

022 14.10.15 (Cllr Titmus) with Sleaford Regeneration Modelling (traffic). The results are currently in confidential draft form, STC will receive a copy for discussion in the first instance by STC Strategy Policy Working Group (15<sup>th</sup> October.)

#### **FC.11 Forthcoming Events for Approval/Noting**

023 None for this meeting.

#### **FC.12 From Other Committees -**

024 **12.1 Council's Code of Conduct** - This has been reviewed and updated.

025 **IT WAS RESOLVED** that the Code of Conduct July 2015 be adopted. Vote – Unanimous. The Resolution was carried.

- 026 **12.2,3,4,5,6. IT WAS RESOLVED** that the recommendations from Finance and Strategy are accepted en-bloc. Recommendation not listed re the new premises - with no financial implication - will be dealt with at the next F & S meeting. Vote – Unanimous. The Resolution was carried.
- 028 **12.7 - Cllr Brealeycook to become a member of General Purposes Committee** – The GP committee comprises nine members. Terms of Reference will require amendment to enable the proposed member to vote.
- 029 Cllrs Dolby and Charlesworth volunteered to stand down from this Committee so that Cllr Brealeycook can become a member. Cllr Charlesworth indicated that he would want to continue on the working groups.
- 030 The Chairman advised that the Terms of Reference bind members to the rules they themselves set. Changes to ToRs must be carried out with due process.
- 031 **IT WAS RESOLVED** that Cllr Dolby would stand down down and that Cllr Brealeycook join the General Purposes Committee. Vote – Unanimous. The Resolution was carried.
- 032 **12.8 – From informal Meeting 12.08.15 and subsequent Committees.**
- 033 12.8.1 Rename the Services Committee “Services *and Amenities* Committee.” – From Services 16.09.15
- 034 12.8.2 GP Committee assuming responsibility for markets and “Events”.
- 035 12.8.3 F&S - Council Projects remain under auspices of Finance and Strategy Committee until handed over, as appropriate to the managing committee or Full Council. For noting only.
- 036 12.8.4. Committee TOR’s to be amended accordingly, for agreement by Committees and ratification by Full Council.
- 037 **IT WAS RESOLVED** to accept the above Changes. Vote – 15 for and 1 abstention. The Resolution was carried.

### **FC.13 Leader**

- 038 The Chairman introduced this item. In May 2015 a Working Group had been tasked to:
- Investigate the merits or otherwise of having a Leader
  - Prepare Terms of Reference which clarify the role of a Leader
  - Present its recommendations to Council. (Noting Draft No. 2 is the working document for this debate.)
  - It was noted that Members received copy of resolution (20.05.15) and description of WG deliberations up to meeting of 27.08.15.

039 A Member asserted that there was consensus among Members to introduce the role and that the Clerk saw the merit of doing so.

040 Terms of Reference and the selection of a Leader can be done at a future meeting.

041 Discussion ensued: it was emphasised that the role is intended to support, not undermine that of the Chairman and that a Leader has only the same standing as other Council Members.

042 It was proposed that the decision be deferred until a new Clerk is appointed and that areas requiring addressing include:

- The length of time the appointed person has served as a Councillor to offer experience.
- The personality and capabilities: good communication skills at all levels.
- The availability to commit time to the role.

**043 Proposal 1: That the decision to appoint a Leader be deferred until the new Council Clerk has been appointed and that the attributes of the Leader are defined. The proposal was seconded.**

044 A Recorded Vote was requested and taken:

|                            |                             |
|----------------------------|-----------------------------|
| Cllr Suiter – Against      | Cllr Charlesworth - Against |
| Cllr Graves – Against      | Cllr Fernandes - Abstained  |
| Cllr Mathieson – For       | Cllr Lorimer - For          |
| Cllr Snookes – Abstained   | Cllr Jackson - Against      |
| Cllr Dolby – For           | Cllr Clegg - Against        |
| Cllr McCallum – Abstained  | Cllr M Allan - Against      |
| Cllr Brealeycook – Against | Cllr B Allan - Against      |
| Cllr Suffield – Against    | Cllr Titmus - Abstained     |

044 Voting: For 3; Against 9; Abstentions 4. The Resolution failed.

**045 Proposal 2: That the recommendations of the Working Group (notes dated 27 August 2015) be accepted. The proposal was seconded.**

045 A Recorded Vote was requested and taken:

|                           |                         |
|---------------------------|-------------------------|
| Cllr Suiter – For         | Cllr Charlesworth - for |
| Cllr Graves – For         | Cllr Fernandes - For    |
| Cllr Mathieson – for      | Cllr Lorimer - Against  |
| Cllr Snookes – For        | Cllr Jackson - For      |
| Cllr Dolby – Against      | Cllr Clegg - For        |
| Cllr McCallum – Abstained | Cllr M Allan - For      |
| Cllr Brealeycook – For    | Cllr B Allan - For      |
| Cllr Suffield – For       | Cllr Titmus Abstained   |

046 Voting: For 12; Against 2; Abstentions 2. **The Resolution was carried.**

047 Members of the public left the meeting.

**048 Leader's Terms of Reference – Draft 2**

049 The Draft was discussed item by item.

050 1. It was observed that although this is an annual election, the post may not necessarily be a single year appointment.

051 2. Following discussion on the wording, it was agreed that this should read: ***“the Leader's role is to be the first point of contact for the Clerk for advice***

052.3. The word "advise" to be changed to ***“assist”***

053 4. No change

054 5. ***IT WAS PROPOSED*** AND SECONDED THAT the (Leader) ex-officio member be non-voting.

055 Voting: For 7; Against 7; Abstentions 2. The Chairman exercised his casting vote For the proposal ***The motion was carried.***

056 A 20 minute extension to the meeting was agreed.

057 6. Reference press liaison, after discussion it was agreed that the Chairman is to work with the Clerk who has authority for publication. The Clerk and Chairman will also liaise with the Leader if appointed. This item was deferred for further work on the wording.

058 7. The amended wording to read – ***“the Leader may discuss the selection of Councillors for fixed place training or meetings with the Clerk.”*** This should be mirrored in the Clerk's Particulars of Employment, Job Description etc.

059 8. To read: ***“the Leader may represent the Council in meetings with other agencies/partners if no other Councillor is nominated, until the next meeting of the Full Council or appropriate relevant committee, when a representative shall be formally selected.”*** This should be mirrored in the Chairman's terms of reference.

060 9. To read – ***“the Personnel Committee may delegate to the Leader responsibility regarding employees or any other matter of a personnel nature.***

061 The above amendments were proposed and seconded, no vote was taken. Guided by the forgoing comments from the Council, ToR to be amended and finalised by the Working Group and returned to Full Council for final approval.

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

062 ***IT WAS RESOLVED THAT*** 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.

063 Council Officers left the meeting at 9.30p.m. and the Chairman took the notes.

**FC.15 PERSONNEL ISSUES.**

064 15.1 The Chairman updated Members on the conclusion of a recent personnel tribunal matter.

065 15.2 The Chairman, and Chairman of the Personnel Committee, reminded Members of forthcoming staff absences and the imminent move to the new offices. Members were requested to support staff by helping to reduce the workload whenever possible and to appreciate that the admin. workload will need to be prioritised by staff.

066 There being no further business, the Chairman thanked all for attending and closed the meeting at 9.40p.m.

CH/MW/sms  
30<sup>th</sup> October, 2015.