

**SLEAFORD TOWN COUNCIL
MEETING OF THE GENERAL PURPOSES COMMITTEE**

Minutes of the meeting of the **General Purposes Committee** held on
Wednesday January 15th, 2014 at 7:45pm
at The Source, Southgate, Sleaford

PRESENT: Cllr G Jackson (Chairman)

Cllr D Vere-Critchler (Vice Chairman)
Cllr B Dunbar-Beckford
Cllr K Fernandes

Cllr J Mathieson
Cllr M Suffield
Cllr D Suiter

Also Present: Mrs M Waddingham, (Assistant Clerk), Mrs S Goodland (Office Manager),
Councillor M Allan and Councillor H Lorimer.

The Chairman welcomed all to the meeting.

GP.1 APOLOGIES. Apologies, with reasons were given to the Clerk from
Councillors T Mayfield and D Birks.

GP.2 DECLARATIONS OF PECUNIARY INTEREST. There were none.

GP.3 MINUTES.

The Clerk's Notes from the meeting held on 13th November 2013, had been
circulated.

It was proposed by Cllr D Vere-Critchler, and seconded by Cllr J Mathieson
that the Notes from 13th November 2013, be accepted as Minutes of that
meeting.

Vote – 7 for. The Resolution was passed, the Chairman signed the Minutes.

GP.4 CHAIRMAN'S REPORT. There was no report.

GP.5 CLERK'S REPORT.

- **Action Log** - Cllr D Suiter queried the letter of support that had been sent
to St Denys' Church. Cllr G Jackson confirmed that the letter was about the
grant for toilets at the church and Mrs Goodland confirmed that the letter
had been sent as requested. Cllr M Allan queried if the letter in support of
the Source's plans had been sent. Mrs Waddingham confirmed that the
letter had been sent.
- **RAF Cranwell** – Mrs Goodland informed the Committee that she had
received a phone call from the P.A. to the new Air Commodore at RAF
Cranwell, regarding the celebration of the Honorary Freedom. RAF
Cranwell are thrilled that the Town Council wish to commemorate the
Honorary Freedom and suggested that it be tied in with one of their events
during 2014. RAF Cranwell will have many events during the year with it
being the 100th anniversary of World War 1, meaning their personnel will be
very busy. Mrs Goodland was asked to contact RAF Cranwell for a list of
their events in 2014.

GP.6 FINANCIAL MANAGEMENT REPORT.

- Regular Committee Report – circulated. It was proposed by Cllr D Vere-Critcher and seconded by Cllr G Jackson that the report be accepted.

Vote - 7 for. The Resolution was passed.

GP.7 UPDATES/PROGRESS REPORTS

- **Town Council Newsletter** – Cllr J Mathieson informed the Committee that the main distribution of the newsletter will be on-line and it will also be inserted into another local publication. The newsletter will be produced quarterly and the local newspapers could be asked for a slot. Cllr J Mathieson also said that the newsletter will show how much Sleaford Town Council is involved with other organisations and it will help publicise them. The Committee confirmed that the Clerk is the Officer responsible for the newsletter.

It was proposed by Cllr J Mathieson and seconded by Cllr D Vere-Critcher that the report from the Newsletter Working Group be accepted.

Vote – 7 for. The Resolution was passed.

- **Website** – Cllr D Suiter stated that he thought the website analytic data was very useful. He also said that it clearly shows that the new website is being used and how popular it is.

It was proposed by Cllr G Jackson and seconded by Cllr D Suiter that the I.T. Consultant be asked whether 'hits per month' data could be provided and an extra graph on the data to show a month on month progressive chart. The I.T. Consultant to be asked if the data can be put on the website.

Vote – 7 for. The Resolution was passed.

GP.8 CHRISTMAS MARKET – Update from Christmas Market Sub-Committee

Cllr D Vere-Critcher informed the Committee that the Christmas Market Sub-Committee had not yet met to de-brief. An email from Cllr G Titmus, Vice Chairman of the Christmas Market Sub-Committee had been received asking if the agenda item could be deferred.

It was proposed by Cllr Jan Mathieson and seconded by Cllr D Vere-Critcher that a report be requested from the Services Supervisor and Chairman of Services as to what went wrong with the Christmas lights. Also, the Vice Chairman of the Christmas Market Sub-Committee, in the absence of the Chairman, be asked to organise a de-brief meeting. Both reports to be received by Monday 24 February so that they can be sent out with the next GP agenda.

Vote – 7 for. The Resolution was passed.

A brief discussion took place as to future Christmas Markets and meetings.

GP.9 ELECTRONIC COMMUNICATION.

Cllr M Suffield reported that the new email system is much better. Cllr Suffield also informed the Committee that the new members area on the website can be hard work to use, especially if you use multiple devices for the internet. Yellow pages are not put onto the members area and all in all, it is still easier to have paper copies of the agendas, rather than on the members area on the website.

Further discussion took place as to the iPads that LCC and NKDC Councillors use. It was agreed that the Town Council do not have enough information to give out to warrant it electronically. Cllr G Jackson said however that it would save money on paper, postage and administration time if papers were sent out electronically.

It was proposed by Cllr G Jackson and seconded by Cllr D Vere-Critchler that the agenda documents continue to be put on the members area of the website and that the STC Cllrs who are NK Cllrs, report back on further usage of papers being sent out electronically. The I.T. Consultant to be asked if Councillors can change their own passwords from time to time in order to safely use the members area.

Vote – 7 for. The Resolution was passed.

GP.10 LIAISON WITH OUTSIDE AGENCIES.

There was discussion about local organisations and who the Town Council would like to talk to and liaise with.

It was proposed by Cllr D Suiter and seconded by Cllr G Jackson that the Committee members draw up a list as to who they would like to talk to and liaise with. The organisations who attended the Christmas meeting to be put on the list. Cllr J Mathieson and Mrs Goodland to receive the suggestions from Councillors and this matter to be put on the next GP agenda.

Vote – 7 for. The Resolution was passed.

There being no further business, the Chairman closed the meeting at 8.45pm.