

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

Minutes of the meeting of the **General Purposes Committee** held on
Wednesday March 5th 2014 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Cllr G Jackson (Chairman)

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

Cllr T. Mayfield
Cllr M Suffield
Cllr D Suiter
Cllr B Watson

Also Present: Mrs M Waddingham, (Assistant Clerk), Mrs S Scholes (Admin Support),
and one Member of the Press.

The Chairman welcomed all to the meeting, which opened at 7:45pm.

GP.1 APOLOGIES. Apologies, with reasons, were given to the Assistant Clerk from
Councillor J Mathieson. This was accepted.

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

GP.3 MINUTES.

Cllr D. Birks requested that his name be included in the "Apologies Received"
for the meeting held on 15th January, 2014.

IT WAS RESOLVED THAT Notes from 15th January, 2014 as amended
above, be accepted as Minutes of that meeting.

Vote – 8 for. Abstentions – 1.

The Resolution was passed, the Chairman signed the Minutes.

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

GP.5 CLERK'S REPORT.

GP5.1 Action Log – Noted.

GP5.2 Honorary Freedom – Suggestion that the Honorary Freedom
Commemorations be tied in with the Armed Forces Day in Sleaford centre on
29th June, 2014.

In discussion, it was agreed that:

- Cllr Titmus be requested to clarify with NKDC where the Honorary Freedom arrangements fit into the planned Armed Forces event and report to the next GP Committee Meeting.
- To consider holding a separate event in 2015, relating to the Honorary Freedom, with presentation of a scroll or similar, to RAF Cranwell from Sleaford Town Council.

- To refer to Full Council and create an appropriate budget line to finance any Town Council event.

GP.6 FINANCIAL MANAGEMENT REPORT.

- Regular Committee Report – circulated.
IT WAS RESOLVED THAT the report be accepted.
Vote - all for. The Resolution was passed.

GP.7 UPDATES/PROGRESS REPORTS

GP7.1 Franking Machine **IT WAS RESOLVED THAT** a separate budget line be created for Franking Machine costs.
Vote 8 for, Abstentions 1. The Resolution was passed.

GP7.2 Computer Supplies. It was noted that under present budget lines, these costs were not separated. The Sharp printer served all computers in the offices, and the budget line could be renamed “Printing Costs”.

GP7.3 Bank Charges **IT WAS RESOLVED THAT** a new budget line be created.
Vote Unanimous. The Resolution was passed.

IT WAS RESOLVED THAT the report from the R.F.O. be accepted.
Vote – all for. The Resolution was passed.

GP.8 UPDATES/PROGRESS REPORTS

8.1 Town Council Newsletter – Nothing to report.

8.2 Web-site Data Analysis. Identification of “Unique Visitors” to the site to be confirmed.

8.3 Sleaford Awards. Officer Manager’s Report noted.

GP.9 CHRISTMAS MARKET

Concerns were expressed:

- No debrief had been made available,
- That the financial situation was unknown,
- Council’s financial year end is imminent.
- That plans for a 2014 event should be in hand,
- Traders/exhibitors may be making alternative arrangements for 2014.

IT WAS RESOLVED THAT that a recommendation be made to Full Council that the 2013 Christmas market sub-committee be disbanded and a main “Christmas” Committee be set up.
Vote – unanimous. The Resolution was passed.

Cllr B. Watson left the meeting at 8.13pm.

GP.10 ST GEORGE’S DAY MARKET.

IT WAS RESOLVED : that the Town Council hold a free Market and free Flea Market to celebrate St George’s Day on the firm basis that there will be

volunteers on the day. NKDC can then be contacted to ask permission for a larger area in the Market Place. The St George's Day Working Group to meet as soon as possible.

Vote – all for. The Resolution was passed.

GP.11 ELECTRONIC COMMUNICATION.

NKDC trial of tablet computers will continue to be monitored with regard to possible benefits to the Town Council.

GP.12 WEBSITE MATTERS.

IT WAS RESOLVED THAT this matter be discussed in Closed Session

Vote – all for. The Resolution was passed.

GP.13 BT BROADBAND

IT WAS RESOLVED THAT the proposed BT Broadband upgrade package be accepted.

Vote 8 – for, Absention 1. The Resolution was passed.

GP.14 LIAISON WITH OUTSIDE AGENCIES. It was requested that the matter be referred to Full Council to appoint a representative.

GP.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 Press member left the meeting at 8.45p.m.

G.P. 12 WEBSITE MATTERS.

IT WAS RESOLVED THAT that the invoice be paid at the rate of £10 per month for Website updates plus the rate for IT Support. The extra £20 per month for Website updates showing a breakdown of charges be requested showing contracted and extra website work carried out, together with a proposed service contract for the coming year.

15.1 Security Alarm It was noted that telephone numbers should be kept as confidential and secure information.

GP.16 CHRISTMAS LIGHTS.

It was noted that provision is needed to be made to log failure of lights and reports to suppliers. It was further noted that Christmas lights should be included in the brief of the proposed “Christmas” committee, as above.

IT WAS RESOLVED THAT the Lights' Supplier's invoice be paid.

Vote – unanimous. The Resolution was passed.

There being no further business, the meeting closed at 8:45p.m.

Mrs. S.M. Scholes,
Admin. Support Officer,
11th March, 2014.