

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

Minutes of the meeting of the **General Purposes Committee** held on
Wednesday June 13th 2012 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Councillor D Suiter (Chairman)

Cllr G Jackson (Vice-Chairman)	Cllr D Andrews	Cllr D Birks
Cllr B Watson (Leader)	Cllr J Charlesworth	Cllr K Fernandes
Cllr B Dunbar-Beckford	Cllr J Mathieson	Cllr T Mayfield
Cllr G Titmus		

Also Present: Councillors K Dolby, M Graves, J Titmus, D Vere-Critcher, Mrs S McIntyre (Clerk), Mrs M Waddingham (Assistant) and Mrs S Goodland (Office Manager)

The Chairman welcomed all present.

GP.1 APOLOGIES. There were no apologies.

GP.2 DECLARATIONS OF INTEREST.

Item 12 (Hearing Facilities) – Cllr G Jackson – personal – member of The Source Church.

Item 19 (Leaflet/News Letter) – Cllr D Suiter – personal – knows Karen James.

GP.3 MINUTES. The Clerk's Notes from the meeting held on April 25th 2012, had been circulated. It was proposed by Cllr T Mayfield and seconded by Cllr K Fernandes, that these be accepted as Minutes of the meeting.

Vote – 10 for and 1 abstention. The Resolution was passed, the Chairman signed the Minutes.

GP.4 CHAIRMAN'S REPORT.

- The Chairman told members the agenda was lengthy and that his Vice-Chairman also has an important role.

GP.5 CLERK'S REPORT.

- New Register of Electors to be published October 16th rather than December 1st.

GP.6 FINANCIAL MANAGEMENT REPORT.

The Clerk answered questions on this report.

It was proposed by Cllr T Mayfield that the Financial Management Report be noted. Seconded by Cllr D Andrews.

Vote – 11 for. The Resolution was passed.

GP.7 UPDATES/PROGRESS REPORTS

- **Armed Forces Day** – report from Cllr G Titmus.

Cllr G Titmus explained his report and said there is a meeting on Monday June 18th. He asked if any members had questions, he would be happy to take them to this meeting to be answered.

There were questions as to where Town Councillors are to gather on the day and whether they have been invited to the reception.

This report was noted.

GP.8 WEB-SITE – Transferring across to LCC Website provision – progress report from Stephanie Goodland (Office Manager)

Mrs S Goodland updated members of the progress so far.

Cllr T Mayfield said he spoken to a gentleman regarding videoing of the Town Council and its staff. Permission was given for Cllr T Mayfield to make more enquiries into this, and report back to the next General Purposes Committee Meeting.

Cllr J Charlesworth asked if there was a user forum on the LCC Website. Mrs S Goodland said she would make enquiries and report back to the next General Purposes Committee.

It was proposed by Cllr D Birks to accept this report. Seconded by Cllr K Fernandes.

Vote – 11 for. The Resolution was passed.

GP.9 USEAGE OF TOWN COUNCIL BADGE – Policy required to deal with requests from Town organisations who wish to use the Town Crest.

It was proposed by Cllr D Suiter that non-commercial requests to use the Town Crest – if there is insufficient time to go to a Committee –may be agreed by a Senior Officer, Mayor, Leader and the Chairman of the General Purposes Committee. The decision to be reported back to this Committee. Seconded by Cllr D Birks.

Vote – 11 for. The Resolution was passed.

GP.10 CHRISTMAS MARKET – decision as to the Town Council's remit with or without BID involvement.

There was a discussion about the advent date.

It was proposed by Cllr T Mayfield that the Town Council proceeds with staging an outdoor market and indoor craft fayre alongside the Christingle event (date to be clarified.) Seconded by Cllr G Titmus.

Vote – 11 for. The Resolution was passed.

It was proposed by Cllr D Suiter to form a Christmas Market Working Group. Seconded by Cllr K Fernandes.

Members of the Working Group are:- Councillors K Fernandes, J Charlesworth, G Titmus and J Titmus.

GP.11 OFFICE PREMISES – update as to any progress in finding alternative office accommodation.

The Clerk explained a more suitable office is needed but said this matter is still on going.

Questions were asked about the length of the current lease. The Clerk explained that the lease is currently on a 6 month term that ends in September. The landlords are currently happy for the Town Council to renew the lease on a short term basis.

GP.12 HEARING FACILITIES – request from a member of the public at the Annual Meeting of the Town Council. Enquiries at the Source – and consider forming small WG.

The Vice Chairman explained that we need a sound system that is similar to NKDC's and explained how the microphone system at The Source works.

There was further discussion concerning discriminating against the hard of hearing and the cost implications.

It was proposed by Cllr B Watson to look at how the meeting room could be laid out differently and see if the number of members of the public that attend warrants the cost of a sound system. Cllr G Jackson to make enquiries as to the cost. Seconded by Cllr D Birks.

Vote – 10 for and 1 abstention. The Resolution was passed.

GP.13 PAST MAYOR'S BADGES –

- Further supply of past Mayor's Badges – quotation from Thomas Fattorini Ltd
- Consider changing 'Mayoress' to 'Consort'

The Clerk explained that the last past Mayor's Badge had been used.

There was much discussion about the cost of purchasing new badges and other Chains of Office.

Permission was given to Cllr K Dolby to research a new supplier and the cost of Chains of Office and report back to the next General Purposes Committee Meeting. Cllr B Watson volunteered to form a small Working Party with Cllr K Dolby.

It was proposed by Cllr D Birks to purchase 10 Past Mayor's Badges from Thomas Fattorini Ltd. Seconded by Cllr D Andrews.

Vote – 10 for and 1 abstention. The Resolution was passed.

GP.14 St GEORGE's DAY WORKING GROUP.

- To accept and note the de-brief report from April 2012
- To nominate and elect the working group for 2013.

Councillors J Mathieson, K Fernandes, B Dunbar-Beckford, D Suiter and J Charlesworth to form the new St.George's Day Working Group.

Cllr J Mathieson asked if it was possible for the members of the public who'd expressed a wish volunteered be invited to assist with the planning.

The Clerk informed members that the Town Council owns 2 high quality Gazebos.

It was proposed by Cllr J Mathieson to accept the recommendations from the St. George's Day Working Group de-brief meeting, other than purchasing a second Gazebo and the recommendations for the Services Committee – this to go straight to the Services Committee. Seconded by Cllr D Suiter.

Vote – 9 for and 2 abstentions. The Resolution was passed.

GP.15 SLEAFORD AWARDS – to nominate and elect the working group for 2013 – Mayor plus one Councillor and one Officer.

It was proposed by Cllr D Birks that the Leader, Mayor and an Officer, form the Working Group. Seconded by Cllr G Titmus.

Vote – 11 for. The Resolution was passed.

GP.16 FLYING THE FLAG – Policy to agree that Officers should decide whether and when any of the TC owned flags should be flown at the Alms Houses.

The Clerk explained the number of flags we have and that there is 1 flag pole at the Almshouses.

Cllr G Titmus said would the Town Council consider flying flags as often as possible.

It was proposed by Cllr J Mathieson for Officers to decide whether and when flags should be flown at the Alms Houses. Seconded by Cllr D Andrews.

Vote – 11 for. The Resolution was passed.

GP.17 COUNCILLOR TRAINING – To examine a policy for Councillor Training.

There was a discussion about various concerns. The Clerk said she would like all Chair and Vice Chairman to attend the Chairman Training courses.

Cllr G Titmus said the Clerk does an excellent job of informing Councillors regarding any training.

There was no support for the formation of a Working Group.

GP.18 TOWN COUNCIL INSURANCE. Renewed June 1st – year 2 of a 3 year agreement. Schedule for noting/information.

The Clerk answered questions.

It was proposed by Cllr D Suiter and seconded by Cllr T Mayfield to note the Insurance Schedule.

Vote – 11 for. The Resolution was passed.

GP.19 TOWN COUNCIL LEAFLET/NEWSLETTER. Cllr K Dolby – discuss and consider Town Council producing some sort of publication.

Cllr K Dolby explained he had made enquiries with Karen James (Your Local Lincs) regarding STC possibly having a free one page insertion in this newsletter, depending a space.

There was a lengthy discussion concerning where the responsibility would lie for this, do TC Officers have time to do this? Cost implications and are newsletters part of Quality Status.

Cllr D Birks proposed in principle, for Cllr K Dolby to investigate the publication Your Local Lincs. A Councillor to provide content subject to liasing with the Clerk and clarification that it will be free of charge. Cllr J Mathieson to investigate cost of a page of a regular publication and report back to the next General Purposes Committee. Seconded by Cllr J Mathieson.

Vote – 11 for. The Resolution was passed.

GP.20 FUTURE AGENDA ITEMS – any items for future agendas – no discussion in this meeting.

Reports from Working Groups to be future agenda items.

There being no further business, the Chairman closed the meeting at 8:58pm.