

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

Minutes of the meeting of the **General Purposes Committee** held on
Wednesday September 19th 2012 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Councillor D Suiter (Chairman)

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

Also Present: Cllr M Graves, Cllr D Vere-Critchler, Mrs S McIntyre (Clerk),
Mrs M Waddingham (Assistant Clerk) and 2 members of the public.

The Chairman welcomed all present.

GP.1 APOLOGIES. There were none.

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

GP.3 MINUTES. The Clerk's Notes from the meeting held on August 1st 2012, had been circulated.

It was proposed by Cllr T Mayfield and seconded by Cllr B Dunbar-Beckford 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. There was nothing to report.

GP.5 CLERK'S REPORT. There was nothing to report.

GP.6 FINANCIAL MANAGEMENT REPORT.

- Regular Committee Report. The Clerk answered several questions. This report was then noted.

GP.7 COMMITTEE TERMS OF REFERENCE.

There was discussion about the TOR being more about protocol relating to the conduct of any meeting rather than what the General Purposes Committee specifically does.

It was proposed by Cllr B Dunbar-Beckford and seconded by Cllr J Mathieson that the Clerk, the Chairman and Vice-Chairman work together to amend the TOR, for the next meeting.

Vote – 11 for. The Resolution was passed.

Action: Clerk, Chairman & Vice Chairman to amend.

GP.8 UPDATES/PROGRESS REPORTS

- **Office Premises** – From Finance and Strategy – Identify the parameters for accommodation and investigate the likelihood of grant funding.

This item was withdrawn.

- **Sleaford Awards** – Meeting arranged – not yet taken place.

The Clerk explained that a meeting has provisionally been scheduled for September 27th. We are waiting confirmation from the Sleaford Standard.

Action: Office staff to arrange a meeting.

- **Chairman/Vice Chairman/Councillor Training** – Training session being arranged with LALC for Sleaford Councillors. (Possible Wed Oct 3rd 6.30pm) and to note current councillor training records.

The Clerk explained that Councillors should attend training sessions at least once a year and that this training has especially been arranged for STC. The Councillor training records were noted.

GP.9 **WEB-SITE** – From Full Council – to define what exactly the TC requires from its web site – Councillors asked to look at current TC web site and compare with others.

Cllr J Charlesworth has concerns about the law and the Localism Act at the present time and said not to have the STC web site through LCC.

Councillors G Jackson and D Birks said the current web-site is accurate and up to date.

It was proposed by Cllr D Suiter and seconded by Cllr K Fernandes for regular reviews of the web site to identify ways of improvement and costs involved for updating the software. This to be brought to the next meeting.

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

Action: Office to get costings.

GP.10 **CHRISTMAS MARKET** – Officers dealing with bookings. Volunteers needed to deliver neighbour notices and to help on the day.

The Clerk explained what has happened so far with bookings and said Mr Keith Carroll is willing to organise a Fair in Money's Yard Car Park. The Clerk asked for volunteers to help with the running of the Fair, Risk Assessment documents and help on the day of the Christmas Market.

Cllr B Dunbar-Beckford volunteered to help if available. The Chairman volunteered to assist with the Risk Assessments and Neighbour Notices.

It was proposed by Cllr D Suiter and seconded by Cllr G Jackson that the Fair be agreed subject to the usual legalities. The Christmas Working Group meets on Tuesday 25th September at 10am and after the meeting issues a Press Release to tell the public what the Christmas Market has to offer.

Vote – 11 for. The Resolution was passed.

Action: Volunteers needed and WG to meet on 25th September. Clerk & Leader to issue a Press Release.

GP.11 HEARING FACILITIES – Examine costs and comparisons and decide the way forward.

The Vice Chairman said there was very little feedback from Councillors who attended the recent Full Council Committee when the sound system was used. The person who operated the system said it takes up a lot of time.

The Vice Chairman said to purchase our own equipment could cost up to £1,000.00 and asked if spending this amount of money could be justified.

Cllr D Vere-Critchler volunteered to get costing for the next meeting.

Action: Cllr D Vere-Critchler to get costings.

GP.12 TOWN COUNCIL LEAFLET/NEWSLETTER. Enquiries regarding possible publication/distribution – discuss various ways of publishing TC business.

Cllr K Dolby was not present to speak at this meeting so this item to be deferred to the next meeting.

Action: To next GP meeting.

GP.13 OFFICE OPENING HOURS – CHRISTMAS. Clerk recommends the office closes to the public on Monday 24th and Monday 31st, and opens 10am-2pm on Thursday/Friday 27th and 28th.

The Clerk explained these office opening times have no regard to staff working hours.

It was proposed by Cllr T Mayfield and seconded by Cllr K Fernandes that the office opening hours for Christmas, be accepted.

Vote – 11 for. The Resolution was passed.

GP.14 STAFF CHRISTMAS HOSPITALITY – Cllr B Watson – Councillors to consider a staff Christmas event.

Cllr B Watson asked Councillors if they would like to contribute towards a buffet lunch for staff.

Cllr T Mayfield proposed that the Mayoral budget line be used to pay for staff and Councillors to pay for themselves and the Clerk and Cllr T Mayfield to find a suitable venue. Seconded by Cllr D Suiter.

Action: Clerk & TM to find venue.

GP.15 **FUTURE AGENDA ITEMS** – any items for future agendas – no discussion in this meeting.

The Chairman asked if there are any future items, they should be referred to the Clerk.

There being no further business, the Chairman closed the meeting at 9:02pm.