

**SLEAFORD TOWN COUNCIL  
MEETING OF THE SERVICES COMMITTEE**

Minutes of the meeting of the **SERVICES COMMITTEE** held on  
7<sup>th</sup> January 2015 at 8pm The Source, Southgate, Sleaford.

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

Cllr C Darch (Vice Chairman)  
Cllr M Graves  
Cllr M Suffield

Cllr R Dunbar-Beckford  
Cllr H Lorimer  
Cllr D Suiter

Cllr K Fernandes  
Cllr T Mayfield  
Cllr K Dolby

**Also In Attendance:** Councillors M Allan, D Birks, S Fields and P McCallum.  
Council Officers, Assistant Clerk and Project Lead. Press (1) and 2 members of the public.

The Chairman welcomed all present.

**SER.1 APOLOGIES.** There were none.

**SER. 2 DECLARATIONS OF INTEREST.** – None to record.

**SER. 3 MINUTES.**

**IT WAS RESOLVED** that the Notes of the meeting held on 5<sup>th</sup> November 2014, with one minor amendment, be accepted as minutes of that meeting. Vote – Unanimous to accept the above.

**SER.4 CHAIRMAN'S REPORT.**

- 4.1 Lack of maintenance over the past few years is now being rectified.
- 4.2 Improvements to be made to address negative social media comments.
- 4.3 Service Team are carrying out Winter Maintenance.
- 4.4 Lease on Depot is due for renewal in July 2015.

**SER.5 CLERK'S REPORT.** There was no report.

**SER.6 ACTION LOG.**

- 6.1 Several Actions still outstanding.
- 6.2 Goal Posts on Woodside Green Open Space – Exact type of post to be investigate.
- 6.3 Kiosk Awning: Cllr S Fields an interest and left the meeting.
- 6.3.1 Canopy/Awning. Cllr D Suiter suggested that a written approach to NKDC Planning to investigate if planning permission is required would be preferable.
- 6.3.2 Officers to check information previously submitted, as to the awning specification.

Signed:  
Date:

## **SER.7 FINANCIAL REPORT.**

- 7.1 To Receive Latest Committee Report.
- 7.2 Budget Line Report – for noting.
  
- 7.3 The Chairman clarified question relating to budget line 30020/3 (black sacks) and confirmed this is cost effective bulk purchase.
- 7.3.1 Meeting arranged with supplier (toilet services) relating to budget line 30090/3
- 7.3.1 Project Lead described production of finance reports; improvements in reporting can be made.
- 7.3.2 Project Lead to look into budget line 30120/9 (Tractors). An insurance claim is outstanding..
- 7.3.3 The above reports were noted.

## **SER.8. PROJECT UPDATES-** Verbal report from the Chairman.

- 8.1 Sleaford Museum and Toilets – planning approval received for shutters. Water connection due 18<sup>th</sup> January 2015. Museum scheduled to be open March/April 2015.
- 8.1.1 Ideas for a ‘grand opening’ of the Sleaford Museum and Toilets were discussed.
- 8.1.2 Questions were answered regarding the maintenance of the Toilets.
  
- 8.2 Allotment Compost Toilets – Start date of installation on Drove Lane Allotments is first week of February 2015. Allotment Working Group’s assistance is requested, if necessary.
  
- 8.3 Eastgate Car Park – Cobbles near the newly built wall to be removed and skimmed over by the Contractors.
  
- 8.4 Cemetery Paths – been under surveillance during rain, sleet and snow. Paths fit for purpose and there are no concerns.

## **SER.9 WORKING GROUPS.**

- 9.1 **Market Working Group** – To approve signage quotation and design.
- 9.1.1 Concerns were raised as to the signs being a distraction to motorists.
- 9.1.2 Separate signage for the Market Place is being arranged with NKDC.
- 9.1.3 Market Working Group and Office to liaise re sign design.
  
- 9.1.4 **IT WAS RESOLVED** to purchase 10 signs which will be ordered when design, location and display arrangements have been agreed between office and Working Group. Vote – 5 for and 5 abstentions. The Resolution was carried.

## **SER.10 DOG LAW ENFORCEMENT OFFICER:**

- 10.1 The latest report (November 2014) was noted.
- 10.2 The present contract expires 1<sup>st</sup> April 2015; NKDC has reduced funding contribution. A report to be provided for the next Services Meeting.

## **SER.11 FIELDS IN TRUST – Commemorative Stone installation.**

- 11.1 It was agreed to arrange a commemorative event. Various ideas were discussed.

Signed:  
Date:

**SER.12 REPLACEMENT OF A STREET LIGHT COLUMN AND LANTERN.**

**IT WAS RESOLVED** to accept the quote of £1,295 plus VAT and to vire the amount required, across relevant budget heads. Vote – Unanimous. The Resolution was carried.

**SER.13 RESOLUTION TO MOVE INTO CLOSED SESSION.**

- 13.1 It was proposed to move into closed session and the press and non Committee Members to withdraw. If non Committee Members wished to stay, the Chairman requested that they give a valid reason to do so.
- 13.2 The Chairman requested that the two members of public be given permission to stay for the discussion of Agenda Item 14.
- 13.3 It was requested that guidelines and procedures be confirmed as to non committee members being present in 'Closed Session.'
- 13.4 In view of the confidential nature of the business about to be transacted, **IT WAS RESOLVED** that in the public interest, the press and the public be temporarily excluded and be instructed to withdraw; and that the two members of the public withdraw from the meeting when a proposal and voting takes place. Vote – Unanimous. The Resolution was carried. Non Committee Members, The Chairman of the Council, and the press withdrew from the meeting.

**SER.14 CEMETERY INCIDENT.**

- 14.1 **IT WAS RESOLVED** that the meeting be held in 'Open Session' to enable the members of the public present to speak. Vote – Unanimous. The Resolution was carried.
- 14.2 Following statements from the members of the public and responses by Councillors, the 2 members of the public left the meeting at 9:25pm.
- 14.3 **IT WAS RESOLVED** that the meeting moves in to 'Closed Session'. Vote – Unanimous. The Resolution was carried.
- 14.4 Taking into account the confidential nature of the business discussed, **IT WAS RESOLVED** that a that an agreed course of remedial action be ratified by Full Council. Vote – Unanimous. The Resolution was carried.
- 14.5 Incidents relating to the cemetery headstones are under investigation..

**SER.15 ANTI SOCIAL BEHAVIOUR REPORT – Liaison with NKDC and Lincs Police, correspondence previously circulated 24/12/14.**

There being nothing further to report, this item was noted.

Signed:  
Date:

**SER.16 BOSTON ROAD RECCREATION GROUND, REPLACEMENT VEHICLE ACCESS GATES.**

- 16.1 Following consideration of quotations received, **IT WAS RESOLVED** that a comparable quotation be obtained from contractor No 1 and a third quotation be obtained. Revised quotations to be referred back to Full Council for approval. Vote – Unanimously. The Resolution was carried.

**SER.17 ESTIMATES FOR VARIOUS WORKS WITHIN SLEAFORD – FOR DISCUSSION AND PRIORITISING.**

- 17.1 **IT WAS RESOLVED** to accept in principle, the schedule of estimates for various works, and obtain two further quotes for each project. Vote – Unanimous. The Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 10pm.

Assistant Clerk  
12.01.15

Signed:  
Date: