

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

Minutes of the meeting of the **SERVICES COMMITTEE** held on  
23<sup>rd</sup> April, 2014 at 7:30pm at The Source, Southgate, Sleaford.

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

Cllr C Darch (Vice Chairman)                      Cllr D Birks                      Cllr M. Graves  
Cllr D Suiter    Cllr K Fernandes              Cllr H Lorimer  
Cllr T Mayfield.

**Also In Attendance:** Cllrs K. Dolby and G. Jackson.  
Council Officers Mrs. M. Waddingham and Mrs. S. Scholes.

The Chairman welcomed all to the meeting and thanked Councillors, Office and Service Staff for their efforts since the last Committee meeting.

**SER.1 APOLOGIES.** Apologies, with reasons, had been given from Cllr M Allan.  
This was accepted.

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

**SER. 3 MINUTES.**

3.1 Cllr Darch was thanked for taking Notes of the meeting 19<sup>th</sup> February 2014 which had been previously circulated. Item SER7 (Billboard request) was covered by the Note4.

3.2 **IT WAS RESOLVED THAT** the Notes of the meeting 19<sup>th</sup> February, 2014 be accepted as Minutes of that meeting.

3.3 Vote: In Favour – 7, Abstention – 1. The Resolution was carried. The Chairman signed the Minutes.

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

4.1 It was requested that Cllr M. Allan's' resignation from the Committee be confirmed by the Office.

4.2 The Chairman's Report included interim activities of the Committee had been previously circulated and will hopefully enable the meeting Agenda to progress more easily. Comments on the report are welcomed.

4.3 **Recreation Ground** Benches and Dog Bins required. Office to note and action.

4.4 **Litter Bins** – Grantham Road/Deere's Garage, office to check responsibility for emptying and action.

4.5.1 **Carnival 13<sup>th</sup> July 2014** Council Minutes commend the successful 2013 event, and note the 2014 date.

- 4.5.2 Liaison with the Committee is required; the Carnival Committee Chairman has been asked to attend a Services Committee meeting to outline the planned programme. In the meantime, Event agreement, Insurance, Risk Assessment etc procedures will be prepared.
- 4.6 **St George's Day Market 19<sup>th</sup> April.** The Chairman congratulated the CllrM Suiter and Fernandes for a very successful event and their hard work. It was hoped that future events might receive more support from other Councillors and Staff.
- 4.7.1 **Fun Dog Show, 1<sup>st</sup> June.** Arrangements for this planned event on the Recreation Ground had been made by the former Services Supervisor. The office is liaising with the Organisers to confirm these arrangements made and it is hoped that the Council will give its support to ensure the event is successful.
- 4.7.2 ***IT WAS RESOLVED THAT*** in view of the timescale; this item will be placed on the Full Council Agenda, together with arrangements for the **Armed Forces Day**. Vote: Unanimous. The Resolution was carried.

#### **SER.5 CLERKS REPORT.**

- 5.1 A written report had been previously circulated. Comments are invited.
- 5.2 **Tractor Shed Key** (Item 4) Cllr Fernandes will collect the key on Friday before the proposed River Clean Up and be responsible for returning it to the office on Monday thereafter.
- 5.3 **Money's Yard Toilets** – Alternative toilet roll dispensers to be discussed with Services Staff and report back to next meeting.

#### **SER. 6 FINANCIAL REPORT.**

- 6.1 It was noted that the new financial year began 1<sup>st</sup> April, 2014. The Financial Budget Comparison (L.S.) previously circulated relates to Financial Year 2013 – 4.
- 6.2 Discussion points:
- Hiring income (Gazebos) to be included
  - "Other Income" – new legislation requirement for further detail.
  - Car parking income shift from fixed tenancy to daily usage.
  - Parking charges policy for Bank Holiday confirmed free for Saturdays, Sundays & Bank Holidays.

#### **SER. 7 WORKING GROUPS.**

##### **7.1 Market Working Group.**

- 7.1.1. Councillor B. Watson has resigned the Group comprises: C. Darch, K. Fernandes, and N. Butler (Services).Cllr D. Suiter volunteered to join.
- 7.1.2. The Market Group will meet on 30<sup>th</sup> April, 2014 at 10.00a.m.

##### **7.2 Allotment Working Group**

- 7.2.1. Cllr K. Dolby is deputising for Cllr B. Watson, the Group comprises Cllrs M. Allan, D. Suiter and K. Fernandes together with an Allotment Holder.

7.2.2 A Draft Revised Allotment Tenancy Agreement has been prepared by Cllr Dolby which enables a plot to be worked by and transferred to (max) two “Partners”.

7.2.3 **IT WAS RESOLVED THAT** the Revised Tenancy Agreement will be adopted and issued to new tenants forthwith. Existing Tenants will receive the revised Agreement at the October renewal date. Vote: Unanimous. The Resolution was carried and Cllr Dolby thanked for his efforts in this matter.

### 7.3 **Compost Toilets, Allotment Sites.**

7.3.1. Funding is in place, grant aid will be received after completion of the works.

7.3.2. Following the survey, it is noted that the Drove site preferred location may require revision; a new allotment plot has been allocated nearby.

7.3.3. **IT WAS RESOLVED THAT** the design fee submitted by Design: hhw architectural services be accepted and funds allocated from the Maintenance Budget line. Vote: All in Favour. The Resolution was carried.

## **SER. 8. DOG ENFORCEMENT OFFICER**

8.1. The Enforcement Officer’s report (March 2014) was noted.

8.2. The office was requested to check the duration of the Council’s contract

## **SER. 9. CEMETERY FOOTPATH RESTORATION.**

9.1 The three companies who have supplied quotations have been asked to revise their submissions to cost a path width of 1.8m approx.

## **SER. 10. EMPLOYMENT OF SERVICES SUPERVISOR & SERVICES OPERATIVE. (2 positions)**

10.1. There has been an encouraging response to the advertisements. HR guidelines have been received regarding interview procedure and applicants have received a letter of acknowledgement.

10.2. The Appointments Panel (Council and any three of Committee Chairmen or Deputies, with (Assistant) Clerk) will meet as soon as possible to comprise a shortlist and carry out interviews.

## **SER11 SKATEPARK**

11.1 With involvement from young people in the town, equipment and funding opportunities are being investigated. Costings will be referred to Finance & Strategy Committee.

11.2 The young people are keen to take part in some Community work which is to be encouraged.

11.3 Working Group to comprise Cllrs Darch, Titmus, Suiter and Fernandes who will meet shortly and report back to Committee.

11.4 Cllr Dolby reminded the Group that there may be funding under the “QE2” Playing Fields scheme.

**SER12 ALLOTMENTS BEE GARDEN.**

The Report was noted, together with requirement to have adequate signage and utilise the project for publicity purposes.

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

**IT WAS RESOLVED THAT** there was no requirement to move into Closed Session and that subsequent Agenda Items would be discussed in Open Session. Vote: Unanimous. The Resolution was carried.

**SER.14 SERVICES COMMITTEE TERMS OF REFERENCE – DRAFT v1.**

14.1 It was emphasised that the Draft is a L.A.L.C. guideline document; that this is a work in progress and that the Council as a Corporate Body decides its TORs.

14.2 **IT WAS RESOLVED THAT** the office will accept and collate written/email comments on the document. Vote: Unanimous. The Resolution was carried.

**SER. 15 ACTION LOGS**

15.1 In discussion it was noted that the purpose of the Logs is to ensure that the Committee was progressing on agreed projects.

15.2 An alternative system, requiring software, previously suggested would be looked into by the office, and the current Excel format revised when time permits.

15.3 To work effectively, all officers should maintain relevant Action Logs on a daily basis; presently the Assistant Clerk is endeavouring to maintain Services, Finance & Strategy, Applications, Personnel and Full Council Logs, with the Office Manager managing the General Purposes Log.

**MATTERS OF AN URGENT NATURE:**

**1. THEFT OF TWO STRIMMERS.**

The Council's insurers have notified (23.04.14) the office that it will not pay the claim for the stolen equipment. It will be necessary to purchase two new strimmer's, costs as indicated on insurance claim. The necessity of security making and recording assets was noted.

**2. BOSTON ROAD – CARS PARKED ON CYCLE PATH**

Details to be supplied by Cllr Lorrimer for reporting to LCC Highways.

There being no further business the Chairman closed the Meeting at 9.01p.m.

S.M. Scholes,  
Admin. Support Officer,  
26<sup>th</sup> April, 2014.

**ACTIONS FROM MEETING SERVICES 23<sup>rd</sup> APRIL. 2014**

<b>ITEM</b>	<b>ACTION</b>	<b>BY WHOM</b>
SER.4 Chairman's Report	<b>Recreation Ground</b> – Benches & Dog Bins required	Office to action
	<b>Litter Bin</b> – Grantham Road/Deere's Garage – who's responsibility for emptying	Office to action & check
	<b>Sleaford Carnival</b> – Liaison with the Committee required; carnival committee Chairman has been asked to attend a Services Mtg. In the meantime, event agreement, Insurance, Risk Assessments etc procedures to be prepared	FC
	<b>Dog Show</b> – liaise with organisers. To go to FC	
	<b>Armed Forces Day</b> – FC	FC
SER.5 Clerks report	<b>Money's Yard Toilets</b> – Alternative toilet roll dispensers to be discussed with Services Staff & report to next meeting	Services 11 June 2014
SER.6 Finance Report	Discussion points:- Hiring income (Gazebos) to be included; Further information on "other income line"; car parking income shift from fixed tenancy to daily useage; parking charges policy for Bank Holiday	RFO
SER.7 Working Groups	<b>Market WG</b> – Meeting to be held 30.04.14	CD, KF, DS, KD, NB
	<b>Allotment WG</b> – Revised Tenancy Agreement to be adopted & issued to new tenants forthwith. Existing Tenants will receive the revised agreement at the October renewal date.	MA, DS, KF & Allotment Tenant
	<b>Compost Toilets</b> – The design fee submitted by Design: HHW be accepted and funds allocated from the Maintenance Budget Line. Following the survey, it is noted that the Drove site preferred location may require revision; a new allotment plot has been allocated nearby.	
SER.8 Dog Enforcement Officer	Check duration of the Council's contract	Office
SER.10 Employment of SS & OS	The appointments panel to meet asap to comprise a shortlist and carry out interviews	
SER.11 Skatepark	Equipment & funding opportunities are being investigated. Costing to F&S. WG to meet and report back to	Volunteers & F&S.

		WG: CD, GT, KF
SER.14 TOR	Office to accept and collate written/e-mail comments on the document	
Matters of an urgent nature	Theft of 2 strimmer's. It is necessary to purchase new strimmer's, costs as indicated on insurance claim.	
Boston Road – cars parked on cycle path	Details to be supplied by Cllr HL for reporting to LCC	HR