

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

Minutes of the meeting of the **SERVICES COMMITTEE** held on  
30<sup>th</sup> July, 2014 at 8.20p.m. at The Source, Southgate, Sleaford.

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

Cllr C. Darch (Vice-Chairman)  
Cllr H Lorimer  
Cllr M. Graves

Cllr R Dunbar-Beckford  
Cllr T Mayfield

Cllr K Fernandes  
Cllr D Suiter

**Also In Attendance:** Cllrs K. Dolby, Luke Mitchell, & S. Fields, Council Officers Mrs. M. Waddingham and Mrs. S. Scholes. Members of the Public (1) and Press (1)

The Chairman apologised for the unavoidable late start to the meeting, and welcomed all present - in particular the newly co-opted Council Members L. Mitchell and S. Fields.

**SER.1 APOLOGIES.** Apologies, with reasons, had been given from Cllrs M Suffield. These were accepted.

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

**SER. 3 MINUTES.** Subject to the correction of typo/grammatical errors, **IT WAS RESOLVED** that the Notes of the meeting held on 18<sup>th</sup> June be accepted as minutes of that meeting. Vote – 8 for and one abstention.

**SER.4 CHAIRMAN'S REPORT – Verbal**

**4.1 Projects:**

**4.1.1. Cemetery Footpaths:** Footpaths should be completed in the current week.

**4.1.2 Eastgate Garages:** A successful meeting had been held to resolve plantings on Folly side of boundary and the brick wall will be built, as originally planned.

**4.1.3 Monument Toilet Block:** Progressing, delay in connection of utilities.

**4.1.4 Compost Toilets –** See later Agenda Item (10.2).

**4.2 Services Supervisor:** Good progress made and standards being raised.

**4.3 Black Poplar Trees & Others, Boston Road Rec. Arborist report.** Extract from report circulated; trees are safe but “in decline”.

**SER.5 CLERK'S REPORT – Noted.**

**5.1 Sleaford Tennis Club -** Build project progressing; site complaints received to be reported in first instance to Services Supervisor.

**5.2 Coach Parking, Eastgate Car Park –** Aware of recent coach access problems, advice sought and review parking when relining takes place in near future.

**SER.6 FINANCIAL REPORT.**

- 6.1 The Chairman advised that responses to queries raised at a previous meeting were highlighted for members' information.
- 6.2 Litter picking: NKDC reduction in contribution to be clarified and budgets realigned if necessary.
- 6.3 Parking Fee Income: Likely to be in excess £50,000 and will compensate any shortfall in litter picking grant.
- 6.4 Skip Hire: It had proved impractical and expensive to use the new Sleaford recycling facility as planned. Services Supervisor will look into these costs further.
- 6.5 Electricity Usage invoices –awaiting meter reading invoices, previous accounts were estimated usage.
- 6.6 Tractor: expensive repair costs noted: RFO and Services Supervisor to look at machinery costs in the 5-year plan. It was noted that historically budgets have been excluded labour costs, which will be estimated and included in future forecasts.
- 6.7 The Financial Report was noted.

**SER.7. VOLUNTEER GARDENING OFFER**

- 7.1. The Assistant Clerk's report was noted and it was agreed that volunteer action should be welcomed and encouraged.
- 7.2 It was noted that the offer is related to the proposed "Volunteer Policy" document for adoption by Council.
- 7.3 **IT WAS RESOLVED THAT** (a) The Volunteer Policy document would be forwarded to Full Council with a recommendation for approval and (b) the offer of gardening help be accepted and that Officers will ensure all policies and procedures are in place relating to the engagement of the volunteer. Vote: Unanimous. The Resolution was carried.

**SER.8 SLEAFORD CARNIVAL 2014.**

The Chairman advised that a useful Debrief meeting had been held; that accounts will be submitted as requested together with a formal request to hold the event in 2015.

**SER.9 SERVICES MATTERS.**

- 9.1. Services Supervisor's Report 30.06.14 (inadvertently printed as "Confidential) and example weekly staff work sheet were noted.
- 9.2. Office & Services Mobile Phones; the report and suggestions with regard to SIM cards were noted and **IT WAS RESOLVED THAT** new units would be purchased with the existing supplier. Vote: For: 8, Against: 1 The Resolution was carried.

**SER. 10. WORKING GROUPS:**

- 10.1.1 **Market Working Group.** Two productive meetings have been held, under the Chairmanship of Cllr K. Fernandes. Draft Regulations were noted and the Group is working through suggested amendments.

- 10.1.2 **Action Log.** The Working Group's Action Log was noted and the Group thanked for its positive efforts on this project, led by the office staff.
- 10.1.3 **Hand Held Card Payment Facility.** It was requested that when researched, this matter be forwarded to Finance & Strategy Committee for consideration of the Council as a "Merchant".
- 10.1.4 **Expenditure:** It was noted that expenditure on signage and promotion is anticipated.
- 10.2. **Allotments Working Group.**
- 10.2.1 **Compost Toilets.** It is hoped that the Working Group will project manage the installation of the two units, and as research will make a visit to Hill Holt and report back to allotment tenants. Cllr Titmus will coordinate the visit.
- 11. DOG LAW ENFORCEMENT OFFICER.**
- 11.1 The Dog Warden's report, June 2014 was noted.
- 11.2 Supplying additional bins, as requested is being resourced, and query raised as to whether a dog bin at Vicarage Court was appropriate.
- 12. ACTION LOGS** - None available.

**There being no other business the Chairman thanked all for attending and closed the meeting at 9.10p.m.**

S.M. Scholes,  
Admin. Support Officer,  
15<sup>th</sup> August, 2014.