

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

Minutes of the meeting of the **SERVICES COMMITTEE** held on
15th April 2015 at 7:45pm The Source, Southgate, Sleaford

PRESENT: Cllr G Titmus (Chairman)

Cllr C Darch (Vice-Chairman) 8.00pm	Cllr R Dunbar-Beckford	Cllr K Fernandes
Cllr M Graves	Cllr H Lorimer	Cllr T Mayfield
Cllr M Suffield	Cllr D Suiter	

Also In Attendance: Councillors G Jackson, P McCallum, A Snookes.

Council Officers: Clerk and Project Lead. Press (0) Members of Public (0)

- SER.1 APOLOGIES FOR ABSENCE.** Apologies, with reasons, had been given from
001 Councillor K Dolby. This was accepted, the attendance register was completed.
- SER. 2 DECLARATIONS OF INTEREST.**
002 None to record.
- SER. 3 MINUTES.**
- 003** **IT WAS RESOLVED** that the Notes of the meeting held on 25 February 2015, be accepted as Minutes of that meeting. Vote – Unanimous. The Resolution was carried.
- SER.4 CHAIRMAN'S REPORT.**
- 004** The final report of the current Services Chairman was circulated. The need for forward planning and financial stability was noted. The Chairman thanked all staff and councillors for their support and help during the past four years.
- 005** 4.2 Muslim Burials Facility – Clerk and Chairman visited Lincoln Cemetery to research procedures. Matter to be carried forward for further consultation with Muslim Community representatives.
- SER.5 CLERK'S REPORT.**
- 006** 5.1 Removal of Ash Tree, Boston Road Recreation Ground – Timber disposal to be considered.
- 007** 5.2 Emergency Drainage work at Recreation Ground – Tarmac work completed .
- 008** 5.3 Eastgate Car Park – Removal of Cobbles – Nothing to report.
- 009** 5.4 Sleaford Pride Street Furniture – Meeting with NKDC rescheduled for 27th April 2015.
- 010** 5.5 Outboard motor. **IT WAS RESOLVED** that the existing outboard motor, if suitable is made available for Sleat Team use, otherwise it is part-exchanged for a suitable unit. Vote – Unanimous. The Resolution was carried.
- 011** 5.6 STC Gazebos, replacements. **IT WAS RESOLVED** to purchase 4 new Gazebos and the 4 un-serviceable units are stripped for possible spares. Vote – Unanimous. The Resolution was carried.

- 012 5.7 Pergola, Rec. Ground Kiosk. **IT WAS RESOLVED** to purchase, as soon as possible, an awning or pergola, maximum cost of £500. Vote – 7 for; 1 against and 1 abstention. The Resolution was Carried.
- 013 5.8 Cemetery Regulations v2 Draft for noting. **IT WAS RESOLVED** “subject to final revision and update” the Draft Cemetery Regulations are approved and forwarded to Full Council for approval and implementation, as soon as practicable.
- 014 5.9 Wheelchair for Cemetery – Sleaford Round Table will donate a wheelchair for use at the Cemetery.
- 015 5.10 Cemetery Parking – With the cooperation of William Alvey School Head Teacher, parents are no longer using the cemetery drive to park whilst collecting children from school. This frees the parking for funerals and cemetery visitors’ use
- 016 5.11 Sleaford in Bloom – Letter of thanks received for the contribution of attractive planting around the town and partnership working. Fund-raising coffee morning 16th April 2015 was noted.

SER.6 COUNCIL ELECTIONS 7th MAY, 2015.

- 017 6.1 A summary of the Ward Elections was circulated.
- 018 6.2 An informal meeting of newly Councillors is scheduled for 16th May 2015.

SER.7 ACTION LOG.

- 019 The Services Committee Action Log was noted.

SER.8 FINANCIAL REPORT.

- 020 It was noted that there is a surplus, mainly generated from Eastgate Car Park fees.
- 021 It was noted that there appears to be no Cost Heading for Kiosk rental income.
- 022 It was noted that spending is £43,000 under budget and **IT WAS RESOLVED** to recommend to Full Council that the sum of £4,000 is transferred to General Reserves and earmarked for East gate Car Park enhancements: via signage, pathways and plantings. Vote – 8 for and 1 abstention. The Resolution was carried.

SER.9 PROJECT UPDATES- Verbal report, if appropriate.

- 023 9.1 Sleaford Museum and Accessible Toilet was officially opened on 2nd April 2015. Members are proud of the project and gardens.
- 024 9.2 Allotment Compost Toilets, installation commenced 7th April 2015.
- 025 Cllr H. Lorimer requested that in view of the waiting list for allotments, the matter of untended plots be addressed as a future Agenda item.

SER.10 WORKING GROUPS – Reports and Updates.

- 026 10.1 **Market Working Group.** Signage still to be finalised.
- 027 10.2 **Skatepark Working Group** – Despite ROSPA Safety Report (02.15), Confirming that the skatepart is safe to use, it has deteriorated rapidly. Daily inspections are carried out. Invitations to tender have been sent to four specialist contractors, requested for return by 30th April 2015.
- 028 The option to improve lighting is also being looked into. This will require planning permission.
- 029 At the request of the Chairman of Finance & Strategy, **it is Minuted** that the Report to the Working Group (25.03.15) indicated that the requirement to obtain three tenders for works costing £50,000+ could be waived (Section 11.1c). The Working Group however confirmed its wish to go to tender, as per Financial Regulations.

SER.11 DOG LAW ENFORCEMENT OFFICER:

Signed:
Date:

- 030 11.1 A location was reported for referring to NKDC Enforcement..
031 11.2 The latest report (February 2015) was noted.

SER.12 TREE PLANTING PROGRAMME

- 032 12.1 The Services Supervisor has done an initial report, more work is needed on this project – to be carried forward. No further comments have been received by the office, as requested.

SER.13 SLEAFORD CARNIVAL

- 033 13.1 Full Council Resolved (8th April, 2014) that “*Approval be given to hold the event, subject to provision of required details as requested by Clerk and Services Committee.*”
- 034 In discussion: the Carnival is a valued and successful Sleaford event, that the Town Council wishes to support, that clarification is required as to whether this is a “Charitable Event” or a “Commercial Undertaking” .
- 035 A Statement of Accounts had been received from the organisers; that a hiring agreement is in place; that risk assessment, insurance and other necessary documentation are in place or in preparation.
- 036 The Council must be seen to be acting fairly to all users of the Council-owned property – whether they are commercial or charity events..
- 037 **IT WAS RESOLVED THAT** as the **basis** for discussion with the organisers, the Carnival is considered a “commercial venture”; and that the Services Committee be given flexibility to proceed according to information obtained.
- 038 At 9:50pm, **IT WAS RESOLVED** to extend the meeting for 10 minutes. Vote – Unanimous. The Resolution was carried.
- 040 From previous experience, it would appear that a bank account in the name of the charity would provide assurance to the Council. From information available, it would appear that fees charged for the use of the Recreation Ground in the past have not been consistent or necessarily referred to Council for approval. Therefore, **IT WAS SUBSEQUENTLY RESOLVED THAT** the organisers be informed that there **may** be a charge for the use of the Recreation Ground facility. Vote: Unanimous. The Resolution was carried.
- 041 To summarise the discussion, the Clerk will notify the organisers, after consultation with LALC, that approval for use of the Recreation Ground has been given, subject to sight of an identifying “Carnival” bank statement.

SER.14. FUTURE AGENDA ITEMS - For Noting

- 042 14.1 “Summer 2015 Meadow Network Project” – Urban Opportunities for Sleaford.
This is an ongoing project.
- 042 14.2 “When in Sleaford” Arts Project – Arts NK.

SER.15 RESOLUTION TO MOVE INTO CLOSED SESSION.

043 The Resolution was withdrawn.

SER.16 SUMMER WORKING – SERVICE PERSONNEL REQUIREMENTS.

044 Nothing to report at this meeting.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.53 pm.

Clerk and Assistant Clerk,
14.05.15