

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

Minutes of the meeting of the **Services Committee** held on  
Wednesday January 8<sup>th</sup> 2014 at 7:30pm  
at The Source, Southgate, Sleaford

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

Cllr D Birks

Cllr K Fernandes

Cllr M Graves

Cllr H Lorimer

Cllr T Mayfield

Cllr D Suiter

**Also Present:** Cllr B Watson (Mayor), Cllr K Dolby, Cllr M Suffield, Mrs S McIntyre (Clerk), Mrs M Waddingham (Assistant Clerk), 2 representatives from the press and 2 members of the public.

**SER.1 APOLOGIES.** Apologies, with reasons had been given to the Clerk from Councillors M Allan and C Darch. These were accepted.

**SER.2 DECLARATIONS OF INTEREST.** There were none.

**SER.3 MINUTES.** Notes of the meeting held on November 6<sup>th</sup> 2013, had been circulated.

It was proposed by the Chairman and seconded by Cllr K Fernandes that the Minutes from November 6<sup>th</sup> 2013, be accepted as Minutes of that meeting.

Cllr H Lormier queried page 4, Item SER.11 Eastgate Car Park, as she thought some information, from the Services Supervisor, regarding car park space sizes, had be omitted from these minutes. She said that the Services Supervisor had confirmed that some car park spaces in the car park are larger than others. The Clerk clarified that the Services Supervisor had made enquiries about standard car park space sizes. Cllr Lorimer agreed that her remarks should be noted in this meeting.

Vote – 6 for and 1 abstention. The Resolution was passed, the Chairman signed the Minutes.

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

A written report had been circulated and the Chairman updated some points:

- Compost Toilets – Application submitted.
- Quotes and Tendors – opened in accordance with the Finance Regulations.
- Personnel – Services Supervisor, been on annual leave for 2 weeks, now off sick.
- Various services issues – not happened.

## **SER.5 CLERK'S REPORT/UPDATES.**

- Action Log – The Chairman explained the Log was out of date and had a number of errors. Need to find a better way to maintain the log.
- Oktoberfest – request to use the Recreation Ground on 19<sup>th</sup> & 20<sup>th</sup> September 2014. It was agreed in principle to grant permission. Further reports as event gets closer.

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

- Receive latest committee financial report.

The Chairman explained the report. Some negative signs still on balance sheet and should be removed.

Cllr D Suiter said he hoped there would not be unused car park spaces. The Chairman said he will be making a recommendation to the Eastgate Car Park Working Group.

Cllr K Dolby queried the maintenance on the Sessions House Clock and said he had been resolved not to pay this. The Clerk was not able to answer.

It was proposed by Cllr G Titmus and seconded by Cllr T Mayfield to accept the Finance Report.

Vote – 7 for. The Resolution was passed.

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

- Market Working Group – The Chairman welcomed the Chairman on the WG, Cllr B Watson. There was a short discussion about WG Members, it was asked if Mr N Butler could be a member, due to his knowledge. WG Committee: Councillors B Watson, C Darch, K Fernandes, Services Supervisor & Mr N Butler. Committee has budget line for publicity.
- Allotment Working Group Meeting – The Chairman explained there is a lot of work on the allotments and hope that the WG will meet and work with Officers and agree on the way forward. Cllr K Dolby to be part of the WG. Cllr B Watson to arrange date and time of meeting.

## **SER.8 DOG LAW ENFORCEMENT OFFICER:** To note her latest reports – for any follow up action that is the responsibility of the Services Committee.

The Chairman outlined the report and said the Dog Warden a good job and problems would be much worse if not there.

## **SER.9 FAIRTRADE SIGNS –** Update, if any, from Cllr M Allan on his request to LCC.

The Chairman explained some of the background information. There was no update.

**SER.10 TIME SHEETS –** update on how the new time sheets are operating.

The Chairman said these time sheets are overly complicated and could be simplified.

Cllr M Graves suggested that a completed sheet be referred to the Personnel Committee. The Clerk explained these are only trials and all comments are taken on board.

**SER.11 BENCH ON LINCOLN ROAD –** Cllr K Fernandes.

There was a short discussion as to the exaction location where the Bench could be sited.

It was proposed by the Chairman and seconded by Cllr K Fernandes to agree in principle when the funds are available, a Bench be allocated to the east side of Lincoln Road.

It was proposed by the Chairman and seconded by Cllr H Lorimer to publicise on the web site, requests for donation benches, from members of the public. Also, issue a Press release.

Vote – 7 for. The Resolution was passed.

**SER.12 ADULT FITNESS EQUIPMENT FOR THE ELDERLY –** report from Cllr D Suiter.

Cllr D Suiter explained the grant process and the need for public support. He confirmed he will be preparing data from the Christmas meeting. It was noted that the most important element to research was public support and to demonstrate a public need. It might be worthwhile to discuss the idea with Carre's Fitness suite personnel. "Adult" equipment rather than "Elderly".

It was proposed by the Chairman and seconded by Cllr M Graves to accept the idea of adult fitness equipment, in principle, but not seek to implement unless the public need is proved.

Vote – 7 for. The Resolution was passed.

**SER.13 CANOPY FOR REC. KIOSK –** request from Kiosk tenant.

The Chairman explained the request.

It was proposed by Cllr M Graves and seconded by Cllr T Mayfield, to accept the following:

1. The Committee agrees to investigate the provision of a suitable canopy or awning to be attached to the BRRG kiosk. The STC office provides recommendations with costs at the next meeting of the Services' Committee.
2. That the canopy or awning only be provided if full funding can be found from within the current Services' Budget.

Vote – 7 for. The Resolution was passed.

**SER.14 FUTURE AGENDA ITEMS** - No discussion – to receive items for future agenda(s).

Cllr H Lorimer – Pathway Lights – write to Road Safety Partnership.

**SER.15 RESOLUTION TO MOVE INTO CLOSED SESSION.** To propose that “in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw”.

Also that Cllrs M Suffield, B Watson and K Dolby remain for all the closed session agenda items.

Proposed by Cllr G Titmus and seconded by Cllr T Mayfield.

Vote – 7 for. The Resolution was passed.

**SER.16 CEMETERY.**

- To propose a review of STC's published regulations for burials and the current maintenance of graves, in view of recent increased interest in the matter from the general public.

It was resolved that the latest trenches should be filled in, along the line of the headstones. This to go to Full Council for ratification.

It was resolved that;

1. for those graves already marked out the people concerned should be asked to write in for retrospective approval
- 2 A future policy should be provided – this to go to Full Council for approval.
- 3 A notice is placed on the cemetery notice board that the staff are not responsible for making the cemetery rules but only for maintaining the cemetery.

(9.40pm) It was resolved that the meeting be extended for 15 minutes.

Vote 7 for. The Resolution was passed.

- Cemetery plot issues – report from Services Supervisor.
- Objections to Grave Modification applications – report from Services Supervisor.

- **Request for grave to remain ungrassed.** This to be deferred until the future policy has been agreed.
- **Request for small piece of turf at side of grave.** This will be answered as the row of trenches will be turfed.
- **Request to reserve a burial plot next to their son's grave.** It was resolved that this request be allowed.
- **Request for a Tree and Bench of a grave side.** Further information is needed to progress this.

#### **SER.17 RESULTS OF TENDERING PROPOSALS.**

- a) Demolition of Eastgate Garages – To resolve to include re-routing and re-connection of electricity supply to Tractor Shed.
- b) Completion of Cemetery paths.

The Chairman outlined the tendering process and the formal opening of the tenders. He summarised the responses. The Chairman said that the tendering process had therefore been complied with.

Due to the time constraints, there was a short discussion – no resolution.

At 9.55pm the meeting was closed.

#### **SER.18 PROGRESS ON TENDERING.**

- a) Preparatory work on Monument Toilet Block.
- b) Building new public toilet.

**SER.19 LOSS OF EQUIPMENT** – To receive an update on the latest state of the investigation into the theft of Services' equipment and to agree a resolution on the matter.