

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

Minutes of the meeting of the **Services Committee** held on
Wednesday November 6th 2013 at 7:45pm
at The Source, Southgate, Sleaford

PRESENT: Councillor G Titmus (Chairman)

Cllr M Allan
Cllr M Graves

Cllr C Darch
Cllr H Lorimer

Cllr K Fernandes
Cllr D Suiter

Also Present: Cllr B Watson (Mayor), Mrs M Waddingham (Assistant Clerk),
Mr Steve Beane (Services Supervisor), a representative from the press and
4 members of the public.

SER.1 APOLOGIES. Apologies, with reasons had been given to the Clerk from
Councillors T Mayfield and D Birks. These were accepted.

SER.2 DECLARATIONS OF INTEREST. There were none.

SER.3 MINUTES. Notes of the meeting held on September 18th 2013, had been
circulated.

It was proposed by the Chairman and seconded by Cllr C Darch that the Minutes
from September 18th 2013, be accepted as Minutes of that meeting.

Vote – 7 for . The Resolution was passed, the Chairman signed the Minutes.

SER.4 7 < 5 - F A 5 B 6 F 9 D C F H.

- The Chairman explained that some agenda items are covered by his report.
He also clarified questions that were asked concerning the Demolition of
Eastgate garages and job specification/tenders.
- Election of Vice Chairman. The Chairman explained that Cllr M Allan had
resigned as Vice Chairman of the Services Committee. He thanked Cllr M
Allan for his support.

The Chairman explained there is no legal requirement for a Vice Chairman,
but believes it is an important role.

The Chairman proposed Cllr C Darch. She was willing to stand. Seconded by
Cllr M Allan.

Cllr H Lorimer proposed Cllr K Fernandes. He was willing to stand. Seconded
by Cllr D Suiter.

Vote: Cllr C Darch - 4 votes Cllr K Fernandes – 3 votes.

Cllr C Darch was elected Vice Chairman.

SER.5 7 @ F ? B F 9 D C F H # D 8 5 H 9 G.

- Action Log – The Chairman explained that most actions are complete and is as up to date as possible.
The Chairman and Services Supervisor answered regarding the War Memorial.
Cllr H Lorimer thanked staff for their work in maintaining these logs.
Cllr B Watson – Money 's Yearly increase not good enough for this Council. The Chairman said he had made enquiries.
- Litter bin at Greylees – installed September. Noted.
- Footway Lighting – update on action relating to Cllr Report attached. The Chairman explained this matter is on-going and asked the office to contact LCC Cllr Hagues to see if he can help with this.
- LCC Winter Maintenance Scheme – Noted.
- Publication of updated Cemetery Regulations – completed or in hand. The Chairman said he was disappointed these regulations had not been presented to this meeting as requested at previous meetings. The Services Supervisor said these are in hand – office to up ensure these are updated and to be brought to the next meeting.

SER.6 FINANCIAL REPORT.

- Receive latest committee financial report. This was noted.
- Budget 2014/2015 – discuss/approve committee budget. The Chairman explained a great deal of time had been spent with the RFO going through and adjusting this budget and said it was sad to see that some amendments relating to the correction of minor overspends were not shown on the copy presented to committee members.

After a lengthy discussion and a number of different questions, the Chairman informed members that they have had this budget for some time, which gave time for any questions/queries. He then asked if this budget is to be approved or not and takes on board all concerns.

The Chairman proposed and Cllr C Darch seconded to accept the Budget for 2014/2015.

Vote – 6 for and 1 against. The Resolution was passed.

SER.7 WORKING GROUPS.

- Market Working Group – Not met. The Chairman asked if there are enough people involved. Cllr K Fernandes asked if there was a dedicated officer on this WG. The answer was no. Cllr K Fernandes said he would be willing to be on the WG but would like Officer support. The Services Supervisor said he is willing to be the Officer.
Cllr H Lorimer had been approached by a Market Trader who has requested a billboard at the end of the pavement to advertise the market. Councillors, C Darch, B Watson and K Fernandes to meet with Market Traders to get their ideas/comments etc and report to the next meeting.
- Gazebos – to agree pricing, distribution and collection procedures. There was a discussion about proper costings, taking into account staff hours and operating it effectively.

Cllr M Graves said Gazebos have been donated by a member of the public and should be put to use.

It was proposed by Cllr M Graves and seconded by Cllr M Allan to accept option 1, which was:-

A member of staff assigned to despatch and collection of gazebos would incur 6 hour a week lieu time. If the same member of staff that locked/unlocked the gates at a weekend were to issue/collect gazebos in the same week they would accrue more than enough lieu hours to take either the following Monday or Friday as a day off and reduce the lieu hours accrued. This would really depend on retaining the temporary operative so that there is a member of staff to cover the shortfall, this is also partly due to the fact that one of the team doesn't drive which brings about its own problems, office staff to administer collection of rents.

If this option were to be instituted then the gazebos be moved to the depot in order for them to be loaded into the van the nights before the markets.

Staff would need to maintain a log of who had what and when, along with return confirmation and that this be handed into the office each morning to allow the correct collection of rents.

Costs to be: £5 per day per gazebo. Multiuse £5 per gazebo per week but with a mandatory £25 deposit. This then to be reported back to the Services Committee in February 2014 to confirm that the charging policy was appropriate and the management of the gazebos workable.

Vote – 7 for. The Resolution was passed.

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

This report was noted.

SER.9 ALLOTMENTS:

- Proposal to promote bee population on the Drove allotments - the Services Supervisor explained an allotment tenant had given half her plot up to allow for the implementation of a planting plan to encourage bees.
- Summary of proposals for future development of allotments – the Services Supervisor explained his report and the issues that have come to light since the new 'policing' of allotments have been
- Progress on production of updated Tenancy Agreement – Ongoing .
- Roadway through Drove Lane Allotments – repairs to the roadways to be carried out over the winter period.

The Chairman thanked the Services Supervisor for his report.

The Chairman proposed and Cllr H Lorimer seconded that a new Allotment WG be set up, to work with Officers and report back to the next meeting. WG – Councillors B Watson, D Suiter, K Fernandes and an existing allotment tenant. Cllr B Watson to be lead Councillor and call a meeting.

Vote – 7 for. The Resolution was passed.

November 6th 2013

3

Signed:

SER.10 DIGGER OPERATOR TRAINING Report from Services Supervisor following recent Personnel Committee Resolution.

The Services Supervisor explained that since the report was circulated, more appropriate options had been found, which are as follows:

The ICCM (Institute of Cemetery & Crematorium Management) offer 2 courses: Course 1 (4 days) is Health & Safety and the Burial Process and is C&G NPTC certificated.

Course 2 (3 Days) is the C&G NPTC Safe Use of Plant Machinery qualification covering the use of 360° tracked excavator with emphasis on use in cemeteries.

The cost of each course is £610.00 and is undertaken in Maidenhead, Berkshire.

Examples of hotel costs at 01.11.13

The Olde Bell Hotel £49.00 per night

Grenfell Arms Hotel £65.00 per night

Travelodge Central Hotel £43 per night

Cllr M All said this was well within budget and asked if a member of staff has been nominated.

It was proposed by the Chairman and seconded by Cllr M Allan that the above be accepted, with the selected Services Operative to attend the course.

Vote – 7 for. The Resolution was passed.

(After meeting note: The Personnel Committee the costs of training for any employee who should leave the Town Council's employ within a specified minimum period after training.)

SER.11 EASTGATE CAR PARK Some car park spaces are narrow – Cllr H Lorimer.

Cllr H Lorimer explained that she had been approached by a member of the public who had concerns of the impracticality of narrow car park spaces. Cllr M Allan clarified the standard size of car park spaces. The item was noted.

SER.12 FAIRTRADE Verbal update on the funding of 'Fairtrade signs subject to County Council's permission.'

The Chairman explained STC would have to seek permission for signs to be erected. Cllr M Allan reported, that as a County Councillor, he has sent in a request to LCC.

The Services Supervisor provided costs of coloured and black and white Fairtrade signs. These were noted.

SER.13 ADULT GYM EQUIPMENT FOR ELDERLY Report from Cllr D Suiter.

Cllr D Suiter circulated examples of adult gym equipment for the elderly which received positive feedback from members.

November 6th 2013

4

Signed:

It was proposed by Cllr M Graves and seconded by Cllr M Allan that Cllr D Suiter produces more information regarding public support for this. Also, for him to produce a questionnaire and look into possible grant funding. Collated information to be brought to the Christmas Public Meeting.

Vote – 7 for. The Resolution was passed.

SER.14 MORE PLAY EQUIPMENT AT WOODSIDE PLAY AREA – report from Cllr K Fernandes.

Cllr K Fernandes asked for more equipment on the south side of the area. He was asked to provide a more specific request to be reviewed at the next meeting.

SER.15 BEST VALUE – Cllr M Graves – Complete questionnaire spread sheet, for information only.

Cllr M Graves explained this questionnaire and said the STC column should show information. The format of the questionnaire to be made easier.

SER.16 FUTURE AGENDA ITEMS - No discussion – to receive items for future agenda(s).

Cllr M Allan – Time Sheets, issues from this meeting and PC.

Cllr B Watson – Allotment WG for proposals.

Cllr K Fernandes – Bench on Lincoln Road

There being no further business, the Chairman closed the meeting at 9.30pm.