

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

Minutes of the meeting of the **SERVICES COMMITTEE** held on  
9<sup>th</sup> September, 2015 at 7.00pm. The Source, Southgate, Sleaford

**PRESENT: Cllr M Suffield (Chairman)**

Cllr John Charlesworth (Vice Chairman)	Cllr M Allan	Cllr K Fernandes
Cllr H Lorimer	Cllr D Suiter	Cllr A Snookes
Cllr G Titmus		

**Also In Attendance:**

Council Officers: Assistant Clerk, Project Lead and Minutes' Clerk.  
Councillors B Allan, J Brealeycook and P McCallum.  
Press (2) Member of Public (0)

**SER.1 CHAIRMAN'S REMARKS**

001 The Chairman opened the meeting by welcoming all present.

**SER.2 APOLOGIES FOR ABSENCE.**

002 Apologies, with reasons, had been received from Councillors M Graves and K Dolby.  
These were accepted and the attendance register was completed.

**SER. 3 DECLARATIONS OF INTEREST.**

003 There were no Declarations of Interest to record.

**SER. 4 MINUTES.**

004 **IT WAS RESOLVED THAT** the Notes of the meeting held on 15<sup>th</sup> July 2015, be accepted as Minutes of that meeting. Vote – Unanimous. The Resolution was carried. Chairman to sign these minutes after the meeting.

**SER.5 CHAIRMAN'S REPORT.**

005 The Chairman reported that many members, himself included been on holiday since the last meeting and although in receipt of many communications, there is no report...

**SER.5 CLERK'S REPORT.**

006 **6.1 Cemetery Admin Project** - This was noted.

007 **6.11 - Cemetery Fees** – Clarification is sought for fees regarding a child between the age of 1 month and 12 years; to submit to next Finance and Strategy Meeting. Additional clarification is required regarding burial spaces upon expiry of the Exclusive Rights for burial (50years).

008 **IT WAS RESOLVED** that the proposed revised Cemetery Fees are submitted to the Finance and Strategy Meeting for consideration. Vote – Unanimous. The Resolution was carried.

Signed:  
Date:

- 009 **6.2 Fields in Trust Stone, Recreation Ground** - This item is for noting.
- 010 **6.3 CCTV** – at the request of NKDC Officers, this item to be moved into closed session.
- 011 **6.4. Sheldrake Road** – S106 monies due were noted.
- 012 **6.5.Historic Car and Motorcycle Show** - This item is for noting only.
- 013 **6.6 - Defibrillator** - Offer of donated equipment by Sleaford Round Table for the Boston Road Recreation Ground.
- 014 **IT WAS RESOLVED** to accept to the donation; that training for staff and Kiosk Tenant would be beneficial. Vote – Unanimous. The Resolution was carried.
- 015 **6.7 Bin Store Area, Eastgate Green.** This item is for noting only.

#### **SER.7 FINANCIAL REPORT.**

- 016 3 Year Budgets for 2016/17, 2017/18 and 2018/19.  
In discussion, suggestions made for increasing revenue and reducing costs. It was noted that the Services Committee has the largest budget requirement within the Council.

#### **SER.8 ACTION LOG**

- 017 Outstanding actions are listed. Some Working Groups have yet to meet regarding these. Replacement oil tank has been approved.

#### **SER.9 INFORMAL MEETING OF ALL COUNCILLORS HELD 4<sup>TH</sup> AUGUST**

- 018 Transfer all Markets and Events business to the General Purposes Committee.
- 019 To rename the Services Committee “Services & Amenities Committee.
- 020 It was agreed to take these items together. **IT WAS RESOLVED** to accept the above. Vote – 7 for and 1 abstention. The Resolution was carried.

#### **SER.10 RECREATION GROUND TOILETS – PL Report 19.08.15.**

- 021 **IT WAS RESOLVED** to accept Company B quotation funded by annual saving on Kiosk toilet maintenance contract, as previously reported to Committee. Vote – Unanimous. The Resolution was carried.

#### **SER.11 ALLOTMENTS**

- 022 11.1 To receive a report on Allotment sites and agree recommendations.
- 023 **IT WAS RESOLVED** that the current Allotment Tenancy Agreement be revised, as a matter of urgency. The Clerk was requested to prepare a draft for the next

Services Committee Meeting. Vote – Unanimous. The Resolution was carried.

**SER.12 'FUTURE FOR CASTLEFIELD' – Cllr G. Titmus Report**

024 In discussion: the suitability of planting, parking and pedestrian requirements and accessibility, specific requirements of e.g. townsfolk, visitors, elderly, children, dog walkers, the need for a play area are requested to be considered.

025 **IT WAS RESOLVED** that Cllr Titmus, with the Services Supervisor continues to explore possibilities for the enhancement of Castlefield and reports back with recommendations to Services Committee regarding feasibility study and/or further action. Vote – Unanimous. The Resolution was carried.

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

026 **IT WAS RESOLVED** that in view of the confidential financial 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. Vote – Unanimous. The Resolution was carried.

027 It was further **RESOLVED THAT** the non-Committee members and Mrs C Houlton be permitted to stay in the meeting. Vote – Unanimous. The Resolution was carried.

028 Members of the Press left the meeting.

**SER.14 EVENTS 2015/2016**

029 **14.1 "GIFTED"**, request to erect Marquee on Eastgate Green (28<sup>th</sup> & 29<sup>th</sup> November 2015)

030 **IT WAS RESOLVED** to grant permission for NCCD (The Hub) to erect a Marquee on Eastgate Green on Saturday 28<sup>th</sup> November 2015. The office to request usual documentation. Vote – Unanimous. The Resolution was carried.

031 **IT WAS RESOLVED** that the Town Team be contacted to discuss the proposed use of the same marquee on Sunday 29<sup>th</sup> November to incorporate their event within the Christmas Market. In view of the time frame, Delegated Powers are given to Committee Chairmen and Clerk to agree a course of action. – 7 for and 1 against. The Resolution was carried.

032 **14.2 Sleaford Carnival** - Notes of SAG Meeting, 4<sup>th</sup> August, 2015 had been previously circulated. It was noted that a joint SAG/STC letter is to be sent to the Organisers and recorded that Councillors need to support officers and ensure that planning is done in a timely fashion and meets all the regulations.

033 **14.3 Sleaford Carnival** request use of BRRC for Carnival Event 17<sup>th</sup> July, 2016.

034 **IT WAS RESOLVED** that the decision is deferred. Officers and Committee Chairmen are requested to meet with the Carnival Committee , utilise SAG recommendations and requirements regarding 2016... Vote – Unanimous. The Resolution was carried.

**SER.15 SKATEPARK – Report from Project Lead.**

035 A detailed report on progress of the skate park was given.

036 **IT WAS RESOLVED** to accept the revised route for the installation of the floodlights with the additional cost due to maintenance issues. Vote – Unanimous. The Resolution was carried.

037 A revised Skate Park design with quotation was presented to the meeting.

038 **IT WAS FURTHER RESOLVED** that a new report is prepared for reporting why one quote only, is being considered. Report directly to Finance and Strategy Committee. Vote – Unanimous. The Resolution was carried.

**SER.16 SLEAFORD CEMETERY – CREMATED REMAINS SPACES**

039 **IT WAS RESOLVED**

- That families may purchase a reserved Cremated Remains Space, for up to four casket interments, using the ting the current square layout.
- That interments in an UNRESERVED Space, the plots should be in a single continuous line, one casket wide.
- That improved use of existing space is made with use of path edges in old and new sections of the cemetery.
- That the Cemetery Regulations (08.15) be updated to include these recommendations.

Vote – Unanimous. The Resolution was carried.

**SER.17 KIOSK TENANCY**

040 This agenda item was withdrawn.

**SER.5 CLERK'S REPORT**

041 010 **6.3 CCTV**

042 The report is for Councillors' information and noting only.

There being no further business, the Chairman thanked all for attending and closed the meeting at 8:56 p.m.

Mw/CH, 15.9.15

Signed:

Date: