



Sleaford Town Council
Finance & Assets Panel
Notes and Report of Meeting – 6th February 2018
11am – 12:45pm

Panel Members present:

Councillor John Charlesworth (Lead)
Councillor Bozena Allan
Councillor Mark Graves
Councillor David Suiter
Councillor Melody Shanahan-Kluth
Councillor Heather Lorimer
Councillor Ken Fernandes

Meeting supported by the Clerk and Finance Officer.

Cllr Jan Mathieson attended for part of the meeting

1. Lead Introduction.

All were welcomed to the meeting.

2. Agree Notes and Report from the Meeting held on 14th November 2017.

An amendment on points 3 and 5 the notes were agreed.

3. Issues arising Budget 2018/19, Asset Register and any changes to 7-year plan.

The Clerk pointed out that 13K was the balancing figure on the budget for the Street Scene Improvements. Cllr Graves explained that the Pride in Sleaford did involve public realm items owned by NKDC and LCC. Permission would be needed if we wanted to carry out work on any of these items. The Clerk had already contacted NKDC to see if they might consider transferring would need to seek permission from NK. Cllr Graves also explained that there was no guarantee of any money from NK or other authorities. Cllr Suiter suggested that S106 contributions might be useable.

4. Update on Projects: Cemetery Gates, Play Areas, Eastgate Car Park and Tractor Shed (Depot) and Signage.

The Clerk explained that the main Cemetery pillar had been repaired and the gate on the drive way was now shut from 2.30pm although anyone wishing to visit a grave after this time could be let in by a member of the Service Team based at the cemetery.

The Clerk updated the Panel that some patching works had been carried out on Eastgate Car Park; the remaining areas would be finished after the risk of frosts had diminished.

The Contractor who would be carrying out works to the Tractor Shed and will commence in March.

All play areas are routinely inspected by Services Team staff and the annual inspection will be carried out by a ROSPA accredited company in March.

No update on Signage save for the Council's response on NKDC's signage strategy will be submitted once Council have approved it on 7th February 2018.

5. Town Hall internal alterations.

The Councillors had a lengthy discussion and agreed the ground floor was a priority. The Panel looked at the plans and requirements and agree to making a broad recommendation to Council about priority areas. These are:

1. Open plan in the office accommodation area; open up the reception area so any member of staff can serve a customer
2. Small sound proofed office for the Clerk
3. Fire door on the ground floor
4. Restroom adjacent ground floor kitchen with adjustments to existing storage areas
5. Fire escape on the 1st floor.

6. Governance and Accountability for Small Councils:

The Clerk briefed the panel on this and explained that STC also has its own Financial Regulations which links to the accounting requirements.

7. Referral from Council – Eastgate Green drainage issues.

The Clerk is currently seeking quotes to deal with the block paviour path that runs across the green. The Panel requested that the Clerk to speak to NKDC once he has an indicative quote as their contractors had put the path down originally.

8. Outstanding Issues & Items for the next meeting.

Internal alterations recommendation to be reviewed

Explore obtaining contributions/grants from organisations.

The Panel have requested audit on seats and bus shelters to identify the condition of these items. This item and the following item links with work also being done by the Services Panel.

Stickers to be put on litter bins to signify dual purpose (e.g. dog waste also). Stickers should also show STC telephone number.

The Panel to identify areas of priority for street scene in the town.

9. Date for next meeting.

To be arranged mid-April

The meeting closed at 12.45pm