



Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of the **General Purposes Committee Meeting** will be held at **The Source, Riverside, Sleaford** on **Wednesday November 13th, 2013 at 7:30pm**. All members of the General Purposes Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

The business to be dealt with at the meeting is listed in the agenda

AGENDA

NOTES

Welcome by Chairman

1. **APOLOGIES.** Apologies, with reasons to be given to the Clerk.
2. **DECLARATIONS OF INTEREST.** To receive any Disclosable Interests.
3. **MINUTES.** Notes from the previous meeting held on September 25th 2013, to be approved as Minutes.
4. **CHAIRMAN'S REPORT**, if any.
5. **CLERK'S REPORT**
 - **Action Log** –enclosed - questions before meeting please contact office.
 - **Town Fund Donation** – visit to Rhubarb Theatre – recipient of a grant – report attached.
 - **Office Opening during Christmas:** Office opening times over Christmas – Christmas Eve – 10-12; Frid 27th and Monday 30th 10-2pm; New Year's Eve 10-12pm. (Last year the office was closed Christmas Eve and NY Eve.) This does not reflect staff working hours.
6. **FINANCIAL MANAGEMENT REPORT.**
 - Regular Committee Report – circulated
 - Budget 2014/2015 – discuss/approve committee budget.

7. **UPDATES/PROGRESS REPORTS**

- **Town Council Newsletter** – WG meeting to be held.
- **Website** – Analytic data attached.

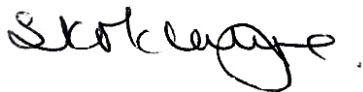
8. **CHRISTMAS MARKET** – Update from Christmas Market Committee

- To note the Market Sub-committee.
- To resolve that the Christmas Market sub-committee manages its own budget under a separate Sub-Committee budget, with lines exclusive to that sub-committee. (Opening sheet attached.)

9. **POLLING CARDS** - To discuss issuing polling cards for all TC elections. Report attached.

10. **ELECTRONIC COMMUNICATION.** Chairman. Councillors asked to start considering hand held devices to increase communication and decrease photocopied paperwork.

11. **LIAISON WITH OUTSIDE AGENCIES.** Chairman. Discuss ideas about improving liaison with organisations of all types.



Mrs Shelagh McIntyre
Clerk
November 7th, 2013.