



Sleaford Town Council

Dear Councillor,

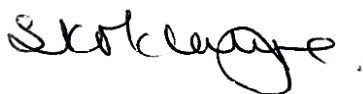
I hereby give you notice that a meeting of **The Full Council** will be held in **THE SOURCE, Sleaford** on **Wednesday October 17th, 2012, 7:45pm.** All members of Sleaford Town Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

There will be a period of ten minutes prior to the commencement of the meeting when members of the public can ask questions; your attendance is requested during this period.

AGENDA

1. **APOLOGIES.** Apologies, with reasons to be given to the Clerk.
2. **DECLARATIONS OF INTEREST.** To receive disclosable pecuniary interests in accordance with the Localism Act 2011.
3. **CO-OPTION OF NEW COUNCILLOR.** To consider application(s) for the role of Councillor and resolve to co-opt if appropriate. To appoint the councillor to the committee(s) vacated by Cllr D Croker.
 - **New Councillor takes his/her seat** and signs the Declaration, if present.
4. **CHAIRMAN'S REPORT.**
 - Report of recent civic activities.
5. **CLERK'S REPORT.**
 - **Meeting space within Town Council offices** – booking system attached.
6. **FINANCIAL MATTERS.**
 - **Finance Report** – To note the financial report.
7. **MINUTES.** To look at the Clerk's Notes from the meetings held on and August 29th, and Sept 26th, and accept them as Minutes of those meetings.
8. **COMMITTEE MEETING NOTES:** To take note of the Clerk's notes from the last round of committee meetings which will then go to their next meetings for approval as Minutes. Finance and Strategy, October 10th, Services, Sept 12th 2012, General Purposes, Sept 19th, 2012, Personnel, Sept 26th, and the Management Committee on Sept 18th 2012. *NB F&S will be sent out before the meeting, but not in the envelopes.*

9. **FROM OTHER COMMITTEES/WORKING GROUPS.**
- **Applications Committee** – to note and approve the Terms of reference.
 - **Services Committee** – to note and approve the Terms of reference.
10. **REPRESENTATIVES ON OUTSIDE BODIES.** Any Councillor who has represented the Council on their nominated outside body is asked to report to the Full Council meeting after this representation.
- **Neighbourhood Watch** – Cllr J Charlesworth.
11. **OTHER AD-HOC COUNCIL REPRESENTATION** – Councillors invited to meetings etc on an ad-hoc basis – are asked to report to the Full Council meeting following their meeting.
- **Sleaford Business Club.** Sept 7th, Cllr D Birks.
 - **Partnership NK** – Our Communities Action Group – Cllr B Dunbar-Beckford.
12. **COUNCILLOR/CHAIRMAN TRAINING.** Summary of handouts attached. These outline the roles of Councillors/Chairmen and the Clerk.
13. **REMEMBRANCE DAY** – Revised protocols as agreed between Lt Col I Graham, Mr I Fytche and Mrs S McIntyre – attached.
14. **FAIRGROUND/CIRCUS BOOKINGS.** Report attached – decide a policy as to number and type of such events annually.
15. **WEB SITE.**
- Consider report outlining costs involved for external web site management. To make final decision with regard to the web site management.
 - Organising a photographic profile to be included on the web site – Chairman will be discussing some ideas in order to have authority to expand and progress the idea.



Mrs Shelagh McIntyre
Clerk
Oct 11th, 2012