

**SLEAFORD TOWN COUNCIL  
MEETING OF THE FULL COUNCIL**

Minutes of the Meeting of the **Full Council** held on  
Wednesday October 23<sup>rd</sup> 2013 at 7:45pm  
in The Source, Southgate, Sleaford

**PRESENT: Councillor B Watson, (Chairman)**

Cllr K Dolby	Cllr M Graves	Cllr D Birks
Cllr M Allan	Cllr D Suiter	Cllr K Fernandes
Cllr G Jackson	Cllr J Mathieson	Cllr C Darch
Cllr I Dolby	Cllr D Vere-Critcher	Cllr T Mayfield
Cllr G Titmus	Cllr B Dunbar-Beckford	Cllr J Titmus
Cllr H Lorimer	Cllr M Suffield, (at item 3).	

**Also Present:** Mrs S McIntyre, (Clerk), Mrs L Savage, (R.F.O.) and Mr S Beane, (Services Supervisor).

17 members of the public and 2 members of the press.

Before the meeting members of the public spoke on various issues. The new Vicar also introduced himself.

The Chairman welcomed all present and opened the meeting at 8pm.

**FC.1 APOLOGIES.** All members present.

**FC.2 DECLARATIONS OF INTEREST.** To receive disclosable pecuniary interests in accordance with the Localism Act 2011. There were none.

• Details concerning personal interests had been circulated.

It was proposed by Cllr K Dolby and seconded by Cllr D Birks that personal interests be included in the interests that are to be declared in meetings.

Vote 15 for; 2 abstentions. The Resolution was passed.

**FC.3 NEW COUNCILLOR –** new Councillor to take his seat and sign his declaration of office and to replace Mr J Charlesworth on the General Purposes Committee, Applications and F&S committees. Cllr M Suffield signed the Declaration of Acceptance form and submitted his Declaration of Interests form.

It was proposed by Cllr M Allan and seconded by Cllr D Suiter that he be appointed to the Applications and Finance and Strategy and General Purposes committees. Cllr M Suffield was willing to be proposed.

Vote 18 for. The Resolution was passed.

**FC.4 CHAIRMAN'S REPORT.**

**Regeneration/Road – questions.** WG met Oct 18<sup>th</sup>. Cllrs G Titmus and D Vere-Critcher updated the meeting on the WG meeting. The results from this will go into the FC meeting on October 30<sup>th</sup>. Further explanation after Item 16.

**Credit Union –** at opening event, they requested giving a presentation to the TC. All were in favour of a member of Credit Union attending to talk to the Council before a meeting. The Chairman and Clerk to organise.

## **FC.5 CLERK's REPORT.**

**Action Log** – circulated. The Clerk explained the recent Personnel decision. The outside Clerk employed to maintain the logs was out of her 3 month contract. The Chairman and Vice Chairman had said to enclose the one sent round.

Cllr M Allan disagreed; he found the enclosed version unacceptable. He said the existing one was agreed to continue until there was an agreement to change it. He said he could not accept there was no staff time available. There is no excuse not to maintain it.

Cllr K Dolby said the log used was time consuming and cost a lot to print and he found it difficult to read and many did not bother. The Personnel Committee agreed that Cllr D Vere-Critchier produces an easier one.

Cllr M Allan could not see why the present one was not used. He said people were making decisions because of their positions and said the Clerk was trying to change it because she did not like it.

Cllr H Lorimer said there were protocols outlining how Councillors should treat members of staff.

Cllr M Graves said until an alternative format is produced and agrees the existing one should be continued.

Cllr K Dolby proposed and Cllr D Suiter seconded that this matter should be taken to a Personnel Committee.

All agreed. The Resolution was passed.

**Partnership NK** – report. Noted.

**Eco2 Renewable Energy meeting** – Cllr BW attended with Mrs MW – confidential report for noting only. Noted.

**From GP 25.09.13.** It was proposed by Cllr D Suiter and seconded by Cllr M Allan that the Mayor be the TC representative on CAB.

Vote 18 for. The Resolution was passed.

**Guide to Standing Orders** – Reminder about non-committee attendance for noting. Noted.

**The Good Councillor's Guide** – 4<sup>th</sup> edition. **Councillors wishing a copy, please contact the office, these will be brought to the meeting.**

After some clarification, Cllr D Birks demanded that all Councillors be issued with the new Guide. (Cllrs MS, CD and HL already have 4<sup>th</sup> editions).

**Agendas** – Suggested format for agendas – enclosed. Cllr K Dolby explained the reason for the format.

It was proposed by Cllr M Allan and seconded by Cllr D Suiter that the format is approved and that fixed times for the start of meetings be specified.

Vote 18 for. The Resolution was passed.

**FC.6 MINUTES.** To look at the Clerk's Notes from the meetings held on September 4<sup>th</sup>, October 9<sup>th</sup>, 2013, and accept them as Minutes of these meetings.

It was proposed by Cllr T Mayfield and seconded by Cllr D Vere-Critchler that the notes are accepted and signed as Minutes.

Vote 18 for. The Resolution was passed.

- FC.7 CLERK'S NOTES. For information only, no discussion.** The Clerk's Notes from the last round of committees are circulated only so that non-committee councillors have a brief overview of what the committees have been doing. They are notes only and may be subject to change. These notes go to the next Committee meetings for acceptance etc as Minutes. Services, September 18<sup>th</sup>, 2013, General Purposes, September 25<sup>th</sup>, 2013, Personnel, June 26, August 14<sup>th</sup>, August 21<sup>st</sup> and October 2<sup>nd</sup>, 2013 and Finance & Strategy, October 9<sup>th</sup>, 2013.

Cllr M Allan questioned the header used on the copies stating the documents were 'Clerk's Notes and may be subject to change'. The Clerk explained the reason for this and the LALC advice. She said that although Chairmen and Vice Chairmen had received and checked copies, they were not yet approved Minutes. The Full Council received them so they can see broadly what the committees have been doing. If the FC did not want to receive them they need not.

The Chairman said that all Chairmen and Vice Chairmen had seen them. He felt they should be presented, the TC must be seen to be honest and open and people must see what is going on.

The Notes were noted.

- FC.8 FINANCE.** To receive Financial Report. Cllr M Graves said the report was no different from that presented to F&S. It was proposed by Cllr T Mayfield and seconded by Cllr D Vere-Critchler that the report is accepted.

Vote 18 for. The Resolution was passed.

- FC.9 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.

**Business Breakfast** – Agree no representative attends these meetings. Cllr K Dolby proposed and Cllr J Titmus seconded that the TC does not send a representative to the Business Breakfast

Vote 5 for, 10 against and abstentions. The recommendation failed.

Cllr M Allan said it was important for the council that councillors did attend. He said the TC had to be careful when attending meetings that they do not tie the TC into the view of that meeting. He said it had to be a Councillor who had to represent the Council.

It was proposed by Cllr M Allan and seconded by Cllr K Fernandes that a Councillor is selected to attend the meetings.

Vote 16 for; 2 abstentions. The Resolution was passed.

It was proposed by Cllr M Allan and seconded by Cllr D Birks that Cllr G Jackson attends the meetings and that Cllr K Fernandes attends in his absence.

Vote 17 for; 1 abstention. The Resolution was passed.

**Sleaford & District Citizens Advice Bureau** - Mrs S Goodland (report attached.) Noted.

**LALC AGM** – report attached. Report noted. Cllr D Suiter's recommendation was as follows:

Proposal that we ask LALC Committee to consider the difficulties what town and parish councils may find themselves in regarding Compulsory Purchase Orders from other councils. It would not appear to be in the public interest for such purposes to take place. It is also a process that could involve very heavy expenditure for very small councils. Ask that LALC and NALC consider this and give any support they consider appropriate to Sleaford Town Council threatened with a CPO. This was proposed by Cllr D Suiter and seconded by Cllr D Birks.

Vote 18 for. The Resolution was passed. Cllr D Suiter agreed to contact LALC as above.

**Youth Club** – report from Cllr J Mathieson attached. Noted.

**FC.10 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.

**FC.11 TOWN COUNCIL SURGERIES:**

August 3<sup>rd</sup> – Cllr B Watson.

September 7<sup>th</sup> – Cllr G Titmus – no report due to no members of the public attending.

To review to continue holding Surgeries. It was proposed by Cllr M Allan and seconded by Cllr G Jackson that the TC surgeries continue for a further 6 months, and then reviewed.

Vote 17 for; 1 abstention. The Resolution was passed.

**FC.12 FIELDS IN TRUST** – Any update from WG re opening event. Cllr K Dolby updated the members on the progress of the stone mount. He said contact had been made about grants. When all in place, an event can be arranged. Companies assisting with this will be thanked.

**FC.13 ATTENDANCE REGISTER** – enclosed, to approve and publish on website, as agreed FC July 17<sup>th</sup>. **Note: any amendments needed please contact the office before the meeting.** The Clerk confirmed that requested amendments had been made.

It was proposed by Cllr M Graves and seconded by Cllr M Allan that they be uploaded as shown, with the amendments incorporated.

Vote 18 for.

**FC.14 CHRISTMAS PUBLIC MEETING** – Ideas as to the format for this meeting – December 18<sup>th</sup> in The Source. The Chairman asked for members' views as to the format. It was generally agreed that there should be some organisation displaying around the edge and Councillors available for public consultation in the centre. The TC should also have a

display board promoting the TC. The TC should also display permitted information about the CPO.

The Chairman said he would help contacting organisations.

Cllrs J Mathieson, M Allan, K Dolby, K Fernandes, G Titmus, B Dunbar-Beckford and M Suffield offered to assist.

**FC.15 FAIRTRADE** - Possible TC involvement with the current bid for Fairtrade status.

Cllr G Titmus proposed and Cllr M Allan seconded that the TC looks at funding 2 signs as requested and the Services budget may fund this. This would be subject to the County Council permission.

Cllr M Allan agreed to contact LCC officers.

**FC.16 RESOLUTION TO MOVE INTO CLOSED SESSION.** To propose that “in view of the confidential 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”.

This was proposed by Cllr M Graves and seconded by Cllr D Birks. Vote 18 for. The Resolution was passed.

**Chairman’s report**

- Questions. It was agreed that a breakdown of questions and suggested responses should be brought to the meeting on Wed 30th October.
- NKDC ‘Fact Sheet’ – Also referred to FC on Oct 30<sup>th</sup>.
- Legal Services Document – This also to be discussed on 30th. Advice to be sought from the solicitor.

**FC.17 OFFICE PREMISES** - Update, and any Full Council Resolutions needed. The Clerk outlined a visit to the premises.

Cllr M Graves said the building should be placed against this spec and a report prepared for the next F&S meeting. This was resolved.

Cllr J Titmus left the room.

At 10pm, It was resolved that the meeting is extended by 20 minutes. Cllr J Titmus returned.

**FC.18 PROTOCOLS** – Various protocols related to the administration of the Council. Cllr H Lorimer spoke about the length of meetings and asked that the Standing Orders relating to members speaking be observed. She spoke about recent e mails.

The Chairman thanked Cllr H Lorimer for her concerns.

**FC.19 MEETING ARRANGED BY NKDC** - report from WG after meeting Solicitor – confirm or otherwise provisional meeting date.

It was resolved that the meeting date be confirmed and that the WG continue to represent the TC in meetings.

10.20pm Cllr T Mayfield left the meeting.

**FC.22 STIGA** – Report from Working Group.

It was resolved that the recommendations on the paper for item 22 be agreed without discussion.

This was:

Full Council approves the referral of this matter to the Personnel Committee and that subject to advice, disciplinary action is taken if appropriate.

In view of the circumstances the Chairman and Vice Chairman of the Personnel Committee may directly obtain HR advice on the above report and in resolution of this matter.

**FC.20 EXCAVATION DIGGER TRAINING – To discuss training requirements.**  
To go to Personnel Oct 28<sup>th</sup>.

**FC.21 PERSONNEL COMMITTEE - to discuss:**  
**June 26<sup>th</sup>** – Statement by Cllr Vere-Critchler , confidential notes enclosed  
**Aug 14<sup>TH</sup> Chairman’s report**– confidential notes enclosed.

To go to future FC meeting.

There being no further business, the meeting was closed at. 10.28pm.