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 September 19th, 2012 at 7.30pm, or earlier if the prior meetings end sooner.** 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

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AGENDA

Welcome by Chairman

1. **APOLOGIES**. Apologies, with reasons to be given to the Clerk.

2. **DECLARATIONS OF INTEREST**. To receive disclosable pecuniary interests in accordance with s.34 of the Localism Act 2011.

3. **MINUTES**. Notes from the previous meeting held on August 1st 2012, to be approved as Minutes.

4. **CHAIRMAN'S REPORT** – if any.

5. **CLERK'S REPORT**, if any.

6. **FINANCIAL MANAGEMENT REPORT.**

   - Regular Committee Report .

7. **COMMITTEE TERMS OF REFERENCE** – report attached.

8. **UPDATES/PROGRESS REPORTS**

   - **Office Premises –** From Finance and Strategy – Identify the perameters for accommodation and investigate the likelihood of grant funding.
   - **Sleaford Awards –** Meeting arranged – not yet taken place.

- **Chairman/Vice Chairman/Councillor Training –** Training session being arranged with LALC for Sleaford Councillors. (Possible Wed Oct 3rd 6.30pm)
  To note current councillor training records – please contact the office if anything has been missed.

9. **WEB-SITE –** From Full Council – to define what exactly the TC requires from its web site – Councillors asked to look at current TC web site and compare with others.

10. **CHRISTMAS MARKET –** Officers dealing with bookings. Volunteers needed to deliver neighbour notices and to help on the day.

11. **HEARING FACILITIES** – Examine costs and comparisons and decide the way forward.

12. **TOWN COUNCIL LEAFLET/NEWSLETTER.** Enquiries regarding possible publication/distribution – discuss various ways of publishing TC business.

13. **OFFICE OPENING HOURS – CHRISTMAS.** Clerk recommends the office closes to the public on Monday 24th and Monday 31st, and opens 10am-2pm on Thursday/Friday 27th and 28th.

14. **STAFF CHRISTMAS HOSPITALITY –** Cllr B Watson – Councillors to consider a staff Christmas event.

15. **FUTURE AGENDA ITEMS –** any items for future agendas – no discussion in this meeting.

Mrs Shelagh McIntyre
Clerk
September 13th, 2012