

Sleaford Town Council

Minutes of the Meeting of Sleaford Town Council held on Wednesday 24th May 2017 at 7.00 p.m. at The Town Hall, Quayside House, Navigation Yard, Sleaford.

Present: Cllr J Mathieson (Chairman)

Cllr B Allan	Cllr A Brand	Cllr J Brealeycook
Cllr J Charlesworth	Cllr S Clegg (8:31pm)	Cllr P Coyne (7:24pm)
Cllr K Fernandes	Cllr M Graves	Cllr G Jackson
Cllr H Lorimer	Cllr P McCallum	Cllr A Snookes
Cllr D Suiter		

Also in attendance Council Officers: Clerk and Assistant Clerk
Members of Public (1) Press (0)

Prior to the formal meeting commencing, a one minute silence was held in respect of victims of the Manchester terror attack.

FC.1. Chairman's Welcome

001 The Chairman welcomed all to the meeting.

FC.2 Apologies for Absence

002 Apologies for absence with reasons were received from Councillor K Dolby.

003 **IT WAS RESOLVED** to accept the above apology with reasons. Vote: for 12 – against 0 – abstained 0. The Resolution was carried.

004 Prior to the meeting, the Clerk had been notified by Cllr P Coyne and Cllr S Clegg that they would be late arriving to the meeting. This was noted.

FC.3. Declarations of Interest

005 No Declarations of Interest were received at this point.

FC.4. Minutes

006 None for this meeting.

FC.5. Chairman's Report

007 **How to address the Chair:** Cllr J Mathieson reported that she would like to be known (on the website, in the press, letters and other communications etc) as the Chairperson of the Council and the Mayor. Those are the roles all people elected to this position hold.

Cllr Mathieson asked to be addressed by Members however, they most feel most comfortable, as this is showing respect to the position.

- 008 **Panels:** Cllr Mathieson asked for all Panels (Finance & Assets, Culture, Events and Markets and Services) to meet as soon as possible. Terms of Reference for each panel to be discussed and proposed changes to be given to the Clerk by 7th June. Terms of Reference to be ratified at the Council Meeting on 21st June 2017.
- 009 Cllr D Suiter volunteered to organise the first meeting of the Finance & Assets Panel with the Clerk.
- 010 Cllr J Brealeycook volunteered to organise the first meeting of the Culture, Events and Market Panel, with the Office Manager.
- 011 Cllr D Suiter volunteered to organise the first meeting of the Services Panel, with the Assistant Clerk.

FC.6 Planning Matters

- 012 **6.1 Current Planning Applications – IT WAS RESOLVED** to accept officer recommendation for no comments on the following application. Vote: for 10 – against 0 – abstained 2. The Resolution was carried. NKDC to be notified accordingly.

Ref No	Location	Proposal	Comments Due Date
17/0678/FUL	43 Hermes Way, NG34 7WH	Change of use to adjacent land to form extension to domestic curtilage together with erection of a single storey side & rear extensions and detached garage/workshop. Erection of a single storey front porch extension, carport to side & erection of detached single garage/workshop	7 th June 2017

- FC.7 STC Neighbourhood Plan**
013 There was nothing to report.

- FC.8. Finance**
014 **8.1 Regular Direct Debits/Standing Orders for retrospective approval – IT WAS RESOLVED** to approve the list totalling £16,492.48. Vote: for 12 – against 0 – abstained 0. The Resolution was carried.

- 015 **8.2 BACS payments made for retrospective approval –** The Clerk explained the penalty notice charge and he is investigating the reasons for it.

- 016 **IT WAS RESOLVED** to approve the list totalling £438.29. Vote: for 12 – against 0 – abstained 0. The Resolution was carried.

- 017 **8.3 Pending BACS payments for approval - IT WAS RESOLVED** to approve the list totalling £6,605.87. Vote: for – 12 against 0 – abstained 0. The Resolution was carried.
- 018 **8.4 Pending cheque payment for approval - IT WAS RESOLVED** to approve the list totalling £2,646.87. Vote: for 12 – against 0 – abstained 0. The Resolution was carried.
- 019 **8.5 Request for 2 volunteers to sign paperwork –** Councillors A Snookes and D Suiter volunteered.
- 020 The Clerk explained the Annual Governance Statement and the year end position.
- 021 Cllr P Coyne arrived at the meeting at 7:24pm.
- 022 **8.6 To approve Annual Governance Statement for 2016/17 - IT WAS RESOLVED** that items 1 - 8 are dealt with en bloc and that the "agreed" column is completed, as Yes. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 023 **8.7 To approve Annual Accounting Statements for 2016/17 - IT WAS RESOLVED** that that these are accepted. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 024 **8.8 To approve Annual Internal Audit Report 2016/17 -** The Council's Internal Auditor has completed all sections. **IT WAS RESOLVED** to approve the Annual Internal Audit Report 2016/2017. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 025 **IT WAS FURTHER RESOLVED** to leave the unspent revenue funds of £67,000 for 2016/17 to be left in general reserves for the Finance and Assets Panel to look at, at a later date. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 026 **8.9 To approve the continuation of payments by variable direct debit - IT WAS RESOLVED** to approve the continuation of payments by variable direct debits. Vote: for 13- against 0 – abstained 0. The Resolution was carried.
- FC.9 Internal Affairs**
- 027 After discussion, regarding Insurance provision, **IT WAS RESOLVED** that the Council appoints Inspire (Axa) as its insurance providers for the period 1st June 2017 to 31st May 2020, at an annual premium of £6,460.00 including IPT. Vote: for 10 – against 1 – abstained 0. The Resolution was carried.
- FC.10 Clerk's Report – Internal Affairs**
- 028 Quarrington Ward – Resignation from Mr G Titmus. Notice publicised
- 029 Co-option – update to be given to Council on 7th June. Application Form to be e-mailed to all members.

- 030 The Chairperson reminded members that at the meeting held on 17th May, all Chapters of the Constitution, where wording was changed to remove reference to “Leader” and “Working Groups”, were accepted en bloc. The proviso was set the these are working documents until a group of staff and members review lesson learned and revise the Constitution in a holistic manner, bringing back a complete revised and updated version to Council in September.
- 031 **10.1 Financial Regulations** (chapter 4) – It was agreed to seek advice from LALC, as to a recommended expenditure limit for the Clerk to spend in an emergency. (Page 7, 4.5 of the Financial Regulations.)
- 10.2 RFO Protocol** (chapter 9) – wording changed as RFO and Clerk are now one of the same.
- 032 **IT WAS RESOLVED** to approve and adopt the Financial Regulations and RFO Protocol en-bloc. Vote: for 13- against 0 – abstained 0. The Resolution was carried.
- FC.11 External Affairs**
- 033 **11.1 Mareham Pastures Gates – request for assistance - IT WAS RESOLVED** to add the locking up of Mareham Pastures gates to STC’s own arrangements of opening and closing facilities. Vote: for 13- against 0 – abstained 0. The Resolution was carried.
- 034 It was requested that the Clerk asks LCC to consider transferring ownership of this site to STC.
- FC.12 Resolution to move into Closed Session. “**
- 035 **IT WAS RESOLVED** to exclude the public for the consideration of the following confidential matter.
- FC.13 Boston Road Site Access**
- 036 Cllr S Clegg arrived at the meeting at 8:31pm.
- 037 Cllr M Graves gave a verbal update. It was requested that the Clerk writes a report with recommendations for the Meeting on 7th June.
- There being no further business, the Chairman thanked all for attending and closed the meeting at 9:00pm