

Sleaford Town Council

Minutes of the **Annual Meeting** of Sleaford Town Council held on
Wednesday 16th May 2018 at 7.00 pm, at The Town Hall, Quayside House,
Navigation Yard, Sleaford, NG34 7TW

Present: Cllr J Mathieson (Chairperson)

Cllr A Brand (Vice-Chairperson)	Cllr B Allan	Cllr J Charlesworth
Cllr S Clegg	Cllr K Dolby	Cllr L Edwards-Shea
Cllr K Fernandes	Cllr M Graves	Cllr G Jackson
Cllr H Lorimer	Cllr P McCallum	Cllr F Richards
Cllr M Shanahan-Kluth	Cllr S Shanahan-Kluth	Cllr A Snookes
Cllr D Suiter		

Also in Attendance Council Officers: Clerk and Assistant Clerk
Members of Public (10) Press (1)

The Chairman welcomed all to the meeting and invited members of the public to speak in the Public Forum.

Once member of the public questioned the disbursement of the Mayoral allowance.

FC.1 Election of Chairperson/Mayor of Sleaford for the Year 2018/2019

- 001 Cllr J Mathieson nominated Cllr A Brand for the position of Chairperson/Mayor for 2018/2019.
- 002 Cllr K Dolby nominated Cllr G Jackson for the position of Chairperson/Mayor for 2018/2019.
- 003 Cllrs A Brand and G Jackson were both willing to stand. There were no further nominations.
- 004 A vote was taken:-
Cllr A Brand - 5 votes
Cllr G Jackson - 12 votes. Cllr G Jackson was elected as Chairperson/Mayor for 2018/19.

FC.2 Declaration of Acceptance of Office

- 005 The Chairman read out and then signed the Declaration of Office.
- 006 After being proposed and seconded **IT WAS RESOLVED** to suspend Standing Orders to allow for photographs. Vote: for 17 - against 0 – abstained 0. The Resolution was carried.
- 007 One member of the public left the meeting.
- 008 After being proposed and seconded **IT WAS RESOLVED** to resume Standing Orders. Vote: for 17 -against 0 – abstained 0. The Resolution was carried.

FC.3 Apologies for Absence

009 No apologies for absence were received. Cllr S Dale was absent from the meeting.

FC.4. Declarations of Interest.

010 No Declarations of Interest were received at this point.

FC.5 Election of Vice-Chairperson/Mayor of Sleaford for the Year 2018/2019

011 Cllr S Clegg nominated Cllr M Shanahan-Kluth for the position of Vice-Chairperson/Mayor for 2018/2019.

012 Cllr K Fernandes nominated Cllr A Snookes for the position of Vice-Chairperson/Mayor for 2018/2019.

013 Cllr J Charlesworth nominated Cllr A Brand for the position of Vice-Chairperson/Mayor for 2018/2019. Cllr Brand was not willing to stand.

014 There were no further nominations.

015 A vote was taken:-

Cllr M Shanahan-Kluth - 4 votes

Cllr A Snookes – 11 votes

and 2 abstentions. Cllr A Snookes was elected as Vice-Chairperson/Mayor for 2018/19.

016 After being proposed and seconded **IT WAS RESOLVED** to suspend Standing Orders to allow for photographs. Vote: for 17 - against 0 – abstained 0. Unanimous. The Resolution was carried.

017 After being proposed and seconded **IT WAS RESOLVED** to resume Standing Orders. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.

FC.6 Presentation of the Past Years Mayor's Badge

018 The Chairperson expressed the Council's thanks to Cllr J Mathieson and presented her with the Past Years Mayor's Badge.

019 After being proposed and seconded **IT WAS RESOLVED** to suspend Standing Orders to allow for photographs. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.

020 After being proposed and seconded **IT WAS RESOLVED** to resume Standing Orders. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.

FC.7 Minutes

021 After being proposed and seconded **IT WAS RESOLVED** that the notes of the Council Meetings held on 2nd May 2018, be approved as Minutes of that meeting. Vote: for 14 – against 0 – abstained 3. The Resolution was carried

FC.8. To approve and adopt all Chapters of the Constitution: -

8.1 Introduction to the Constitution of STC – Chapter 1

16th May 2018 Annual Meeting Minutes

Date:

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Signed:

- 8.2 How the Council is Organised – Chapter 2
- 8.3 Standing Orders – Chapter 3
- 8.4 Financial Regulations – Chapter 4
- 8.5 Staff Hand Book – Chapter 5 (Currently being reviewed)
- 8.6 Training Statement of Intent – Chapter 6
- 8.7 Civic Protocol – Chapter 7
- 8.8 Member & Employee Protocol (Principles of Good Practice) – Chapter 8
- 8.9 RFO Protocol – Chapter 9
- 8.10 Code of Conduct – Chapter 10
- 8.11 Health & Safety Policy – Chapter 11
- 8.12 Corporate Governance Policy – Chapter 12
- 8.13 Risk Management Strategy – Chapter 13
- 8.14 Accessibility Policy – Chapter 14
- 8.15 Information Policy, Freedom of Information & Data Protection – Chapter 15 (To be amended to reflect GDPR requirements)
- 8.16 Publication Scheme – Chapter 16
- 8.17 Community Engagement Strategy – Chapter 17
- 8.18 Communications, Press & Social Media Policy – Chapter 18
- 8.19 Volunteers' Policy – Chapter 19
- 8.20 Grant Aid Policy – Chapter 20
- 8.21 Bullying & Harassment – Chapter 21
- 8.22 Bullying & Harassment by the Public – Chapter 22
- 8.23 Filling of a Casual Vacancy – Chapter 23
- 8.24 Complaints Procedure Policy – Chapter 24
- 8.25 Child & Vulnerable Adult Protection Policy – Chapter 25
- 8.26 Anti-Fraud & Corruption Policy – Chapter 26
- 8.27 Confidential Reporting Policy – Chapter 27
- 8.28 Whistle-Blowing Policy – Chapter 28
- 8.29 Display Screen Equipment Policy – Chapter 29
- 8.30 Lone Working Policy – Chapter 30

022 After being proposed and seconded **IT WAS RESOLVED** to approve and adopt all the Chapters of the Constitution, en-bloc. Vote: for 16 – against 1 – abstained 0. The Resolution was carried.

FC.9 Panel Reports and Elections to Panel 2018/19

023 **9.1 Culture, Events and Markets** – the Notes from the meeting held on 2nd May 2018 were noted.

024 **9.2 Finance & Assets** – the Notes from the meeting held on 1st May 2018 were noted. The Clerk confirmed that recommendations within these notes had been approved at the Council meeting held on 2nd May 2018.

025 **9.3 Services** – Notes with recommendation to Council for consideration from the meeting held on 24th April 2018

026 After being proposed and seconded **IT WAS RESOLVED** to purchase two junior goalposts at a cost of £594.00 for Woodside play area. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.

027 After being proposed and seconded **IT WAS FURTHER RESOLVED** to position the goal posts in a suitable area. Marking out of pitches may be something that could be done in the future. Vote: for 14 – against 0 – abstained 3. The Resolution was carried.

028 **9.4 To appoint councillors to Human Resources Panel (up to 5 members)**
Cllrs B Allan, S Clegg, K Dolby, M Graves and M Shanahan-Kluth, were nominated as panel members.

029 **9.5 To appoint councillors to Finance & Strategy Panel (up to 7 members)**
Cllrs A Brand, K Fernandes, M Graves, G Jackson, H Lorimer, S Shanahan-Kluth and D Suiter, were nominated as panel members.

030 **9.6 To appoint councillors to the Culture, Events & Markets Panel (up to 7 members)**
Cllrs S Dale, L Edwards-Shea, K Fernandes, J Mathieson, F Richards, A Snookes and D Suiter, were nominated as panel members.

031 **9.7 To appoint councillors to the Services & Assets Panel (up to 7 members)**
Cllrs B Allan, H Lorimer, J Mathieson, P McCallum, F Richards, M Shanahan-Kluth and D Suiter, were nominated as panel members.

032 **9.8 Clerk Management Team – (3 members of which two are the Chairperson/ Mayor & HR Panel Lead)**
It was agreed to appoint membership on the Clerk’s Management Team at the next Council Meeting.

033 After being proposed and seconded **IT WAS RESOLVED** to elect all the nominated Panel Members, en-bloc. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.

FC.10 Clerk’s Report.

034 **10.1 Monthly Surgeries** – after being proposed and seconded **IT WAS RESOLVED** to continue monthly Surgeries on the first Saturday of every month from 10am to 12 noon. Vote: for 16 – against 1 – abstained 0. The Resolution was carried.

FC.11 Town Council Representatives on Outside Bodies

035 After being proposed and seconded **IT WAS RESOLVED** to accept the following representatives on Outside Bodies. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.

- **Sleaford Shopfront Scheme** – Cllr B Allan
- **Sleaford Alms Houses** – Cllr A Snookes
- **Lincolnshire Association of Local Councils** – Cllr D Suiter and K Fernandes
- **Sleaford In Bloom** – Cllr M Shanahan-Kluth
- **Sleaford & District Twinning Association** – Chairperson, Cllr G Jackson as Chairperson
- **Sleaford United Charity** – Cllrs D Suiter and S Dale
- **Sleaford Neighbourhood Policing Panel** – Cllrs L Edwards-Shea and K Fernandes

- **Sleaford Museum Trust** – Cllr K Dolby
- **NKDC Homeless Forum** – Cllr H Lorimer
- **Armed Forces Day** – Cllr K Fernandes
- **Sleaford Town Fund** – Cllrs M Shanahan-Kluth, B Allan, J Charlesworth and G Jackson

036 Cllrs M Graves, A Brand and G Jackson all volunteered be the representatives on the **Sleaford Regeneration Group**

037 A vote was taken:-
Cllr M Graves – 11 votes
Cllr A Brand - 14 votes
Cllr G Jackson – 0 Votes

038 Cllrs M Graves and A Brand to be the representatives on the **Sleaford Regeneration Group**.

039 Four members of the public left the meeting.

040 At 8:03pm, Cllrs A Snookes and J Mathieson left the room.

FC.12 GDPR Compliance

- 12.1 To note that that requirement to have a Data Protection Officer is currently subject to a change in Government Legislation
- 12.2 To adopt the Data Map
- 12.3 To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
- 12.4 To adopt the Privacy Policy and Privacy Notices and Consent Form
- 12.5 To note that the Council is already registered as a Data Controller with the ICO

041 At 8:05pm, Cllrs A Snookes and J Mathieson returned.

042 After being proposed and seconded **IT WAS RESOLVED** to accept all GDPR Compliance documents, en-bloc. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.

043 At 8:06pm, Cllr M Shanahan-Kluth left the room.

FC.13 Planning Matters

044 **13.1 Current Planning Applications** – after being proposed and seconded **IT WAS RESOLVED** to accept officer recommendation for no comment of the following applications. Vote: for 16 – against 0 – abstained 0. The Resolution was carried. NKDC to be notified accordingly.

Ref No	Location	Proposal
18/0576/FUL	Land at Selwood Court, Pride Parkway	Erection of 4no starter commercial units
18/0601/HOUS	39 North Parade, NG34 8AH	Erection of a single storey side

		extension
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- 045 At 8:08pm, Cllr M Shanahan-Kluth returned.
- 046 **13.2 18/0485/FUL – Sleaford Day Nursery, 1A The Drove, NG34 7AP** – Erection of single storey side, rear and front extensions together with conversion of loft to form additional accommodation.
- 047 After being proposed and seconded **IT WAS RESOLVED** to make no comment. It was also proposed and seconded to object on highway issues. On being put to the vote, the proposal for no comment received 13 votes for – against 3 – abstained 1. The Resolution for no comment, was therefore carried. NKDC to be notified accordingly.
- 048 **13.3 18/0462/ADVICE - Former Advanta Seeds Site, Southgate** – Clearance & redevelopment of former Advanta seeds site with existing access from Southgate. Scheme to include 6 retail units, C2 retirement living use, A3/A5 coffee shop use & a replacement bowls club facility & new access from Boston Road with 450 parking spaces.
- 049 The Clerk gave a brief update on this application which is for advice only at this stage. The Clerk to pass the following comments:-
- Pedestrian visibility and crossing
 - Access needs to be more inviting
 - Restriction on hours worked, during construction
- 050 At 8:18pm, Cllr F Richards left the room and returned at 8:21pm.
- FC.14 Finance**
- 051 **14.1 Annual Governance Statement – Section 1** - after being proposed and seconded **IT WAS RESOLVED** to approve statements covering the Council’s 2017/18 accounts for external audit purposes. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.
- 052 **14.2 Annual Accounting Statements – Section 2** – after being proposed and seconded **IT WAS RESOLVED** to approve the accounting return for external audit purposes for 2017/18. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.
- 053 **14.3 Exercise of Public Rights** – the Clerk explained this will be publicised and displayed on STC’s website and notice board on Monday 11th June – Friday 20th July 2018. This item was noted.
- 054 **14.4 Annual Internal Audit Report for 2017/18** – This item was noted.
- 055 **14.5 Banking Instructions** – after being proposed and seconded **IT WAS RESOLVED** to confirm agreement to the signatories for the Council’s banking arrangements. Vote: for 17 – against 0 – abstained 0. The Resolution was carried.

056 **14.6 Purchase of replacement vehicle and disposal of existing vehicle** - after being proposed and seconded **IT WAS RESOLVED** to:-

- Note the report
- Confirm agreement to the purchase of a replacement 4WD vehicle up to a cost of £12,000 with the funding to come from the Capital Programme reserve
- Confirm agreement to the disposal of the existing vehicle for the best price achievable

Vote: for 17 – against 0 – abstained 0. The Resolution was carried.

There being no further business, the Chairperson thanked all for attending and closed the meeting at 8:28pm.