



Sleaford Town Council  
Notes and Report of Services & Assets Panel Meeting – 26<sup>th</sup> March 2019  
10:00am to 11:40pm

Panel members present:

Cllr M Shanahan-Kluth  
Cllr F Richards  
Cllr J Mathieson  
Cllr D Suiter  
Cllr B Allan  
Cllr H Lorimer  
Cllr P McCallum

Apologies: No apologies for absence were received

Meeting and Panel supported by Deputy Clerk and Administration Officer (MW).

**1. Notes from the last meeting held on 26<sup>th</sup> February 2019**

The Panel agreed the notes which had already been presented to the Full Council Meeting on 6<sup>th</sup> March 2019.

**2. Service & Assets Work Plan & Action Log**

The Panel Lead explained the colour coding system and it was noted that there is only one item has received no action.

After a couple of questions relating to allotments and exercise equipment, the Work Plan & Action Log was noted.

**3. SiB allotment plot**

Photographs of what the SiB allotment plot looks like now that the work is almost complete were circulated.

The Deputy Clerk reported that members of the Service Team have done a great job making this allotment plot serviceable for SiB and they have learnt new skills along the way. The project has been challenging and has taken longer than originally planned. It is anticipated that work will be completed by Friday 29<sup>th</sup> March 2019.

**4. Services & Assets Terms of Reference**

Members discussed the Panels current Terms of Reference which lead to a discussion about the number of Councillors on one or more Panel and specific skill sets that could be offered.

Panel Members were reminded that prior to the Annual Meeting in May where the Panels members are agreed, a list will be circulated asking for each Councillors preferred Panel choice.

The Deputy Clerk informed Panel Members that it is her intention to get all Panels meeting on a five week cycle and expressed there will be a need for a certain amount of flexibility.

There was a discussion regarding the level of financial remit of the Services & Assets Panel before involvement from the Finance & Strategy Panel. It was noted that there is a cross over between Panels on certain projects/assets/work plans etc.

#### **5. Cycle Lockers**

The Deputy Clerk confirmed that it is practical for cycle lockers to be sited at different locations and the cost of hiring a cycle locker for one year is £25.00. All cycle lockers are currently in a reasonable state and do get swept out on a regular basis.

As reported at the last Panel Meeting, the cycle lockers sited at Church Lane are vacant. Panel Members were asked to have a look around the Town as to suitable alternative locations where they might be more beneficial and report back to the next meeting.

#### **6. Wood Chipper**

The Panel Lead thanked the Deputy Clerk and Administration Officer (MW) for a comprehensive and detailed report. This report was discussed at length.

It was requested that the Wood Chipper report is amended to address in more detail H&S implications, the need for PPE, relevant risk assessments and suitable staff training.

Following discussion, the Panel considered the purchase of a Wood Chipper would be more beneficial than hiring one but have no preference for a new or second hand one.

This report to be presented to the Finance & Strategy Panel for financial consideration and a recommendation back to the Services & Assets Panel.

#### **7. Allotment Tenancy Agreement**

Due to the allotment Terms and Conditions being a lengthy document, the Panel agreed to review sections 1-4 and bring any amendments back to the next meeting.

#### **8. Bus Shelters**

The Panel discussed the current condition of the bus shelters and the overall feeling was that they are mostly in good condition.

Due to the cost of replacing smashed Perspex, it was requested that Perspex is replaced with metal.

It was also requested that all bus shelters have stickers placed in them. Stickers to state "This bus shelter is maintained by STC, if any problems please contact 01529 303456".

Action: remove graffiti from the bus shelter located at Holdingham (off Furlong Way)

Action: Deputy Clerk find out if the bus shelter at Mareham Lane (opposite Aldi) is still used and part of a bus route.

#### **9. Services & Assets Meeting dates**

The suggested meeting dates from May 2019 onwards, were noted.

**10. Agenda Items for the next meeting**

10.1 Allotment Tenancy Agreement & Terms and conditions

10.2 Measurements of Allotment Plots

10.3 Allotment Memorial Cup – look to advertise/judge etc

10.4 Phone Boxes – Update from Deputy Clerk following a request to contact BT to request that the phone box on Boston Road, is cleaned.

**10. Date of next meetings**

23<sup>rd</sup> April 2019 at 10am