

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

Minutes of a Meeting of the **Full Council** held on
Wednesday 3rd September, 2014, 7.45p.m. at The Source, Southgate,
Sleaford.

PRESENT: Councillor K. Dolby, (Chairman)

Cllr G Titmus	Cllr M Allan	Cllr D Birks
Cllr G Jackson	Cllr H Lorimer	Cllr T Mayfield
Cllr P McCallum	Cllr L Mitchell	Cllr M Suffield
Cllr D Suiter	Cllr J Titmus	

Also in Attendance: Members of the Public (1) Press (1) & Council Officers Mrs M Waddingham and Mrs L. Savage.

The Chairman welcomed all to the Open Forum and invited questions from the Public. There were no questions.

FC.1 APOLOGIES. Apologies, with reasons were given and accepted from Councillors R Dunbar-Beckford, K Fernandes, S Fields, M Graves and J Mathieson.

FC.2 DECLARATIONS OF INTEREST.” To receive declarations of pecuniary interests in accordance with the Localism Act 2011 and to receive declarations of personal interests”. There were none.

FC.3 CHAIRMAN’S REPORT.

- 3.1 The Chairman raised his concerns as to the length of FC Meetings. He requested Members to stand when addressing the meeting.
- 3.2 Best wishes sent to Cllr C Darch on the birth of her daughter and members were invited to contribute towards a bouquet of flowers.
- 3.3 Fields in Trust – Stone could be ready early wc 8th September. Official opening to be arranged.
- 3.4 Mayoral Functions – The Chairman updated members on the recent mayoral functions he had attended
- 3.5 Deputy Mayoral Functions – The Deputy Chairman updated members on recent functions he had attended.
- 3.6 Town Crier – A retirement presentation to be made, the Chairman requested the press to not report on this item.
- 3.7 STC Office – Members are asked to note current staff holiday absences.

FC.4 CLERK’S REPORT MATTERS OUTSTANDING AND PROGRESS MADE

- 4.1 The Chairman explained the items on the Clerk’s Report.
- 4.2 Neighbourhood Police Panel – ***IT WAS RESOLVED:*** that Cllr Jackson is the STC representative. Vote – Unanimous. The Resolution was carried.

FC.5 MINUTES OF FULL COUNCIL MEETINGS: To look at the Clerk's Notes of the Full Council meetings held 16th July, 30th July and 13 August 2014 and accept them as Minutes of these meetings.

5.1 **16th July 2014 – IT WAS RESOLVED:** that the notes from 16th July 2014, be accepted as Minutes. Vote – 10 for and 2 abstentions. The Resolution was carried.

5.2 **30th July 2014 – IT WAS RESOLVED:** that the notes from 30th July 2014, be accepted as Minutes. Vote – 11 for and 1 abstention. The Resolution was carried.

5.3 **13th August 2014 – IT WAS RESOLVED:** that the notes from 13th August 2014, be accepted as Minutes. Vote – Unanimous. The Resolution was carried.

FC.6 CLERK'S NOTES. For information only, no discussion. Finance & Strategy 23rd July. Services 30th July 2014 and General Purposes 6th August 2014. Personnel 25th June and 9th July. **(F&S Minutes 20th August 2014, not available.)**

The Clerk's Notes were noted.

FC.7 FINANCE:

7.1 **IT WAS RESOLVED:** that the RFO's Report be accepted. Vote – Unanimous. The Resolution was carried.

FC.8 REPRESENTATIVES ON OUTSIDE BODIES.

8.1 **Armed Forces Day Debrief Meeting –** Cllr G Titmus gave his report.

8.1.1 In response to a request from Cllr M. Allan, the Chairman agreed to look into contingency plans for 2015.

8.2 **Sleaford Museum Trust –** Cllr Titmus gave a progress report on the Museum and toilets.

8.3 **Sleaford Business Breakfast Trust –** Cllr G Jackson to attend meeting 5th September 2014.

8.4 **Sleaford Alms Houses –** Cllr D Suiter had attended a meeting, nothing to report.

FC.9 OTHER AD-HOC COUNCIL REPRESENTATION. Nothing to report.

FC.10 FROM OTHER COMMITTEES/ APPOINTMENT PANELS

- General Purposes 6th August 2014 – Recommendation that the Community Foundation continues to administer the Town Fund.

10.1 The RFO confirmed that no finances had yet been released.

10.2 **IT WAS RESOLVED:** that the Community Foundation continues to administer the Town Fund and that the Funds for 2013/14 be released. Vote – 9 for and 2 abstentions. Cllr M Allan declined to take part in the vote.

FC.11 TOWN COUNCIL SURGERIES - 2nd August 2014. The report was noted.

FC.12 FORTHCOMING EVENTS FOR FORMAL APPROVAL

12.1 Oktoberfest, 19th- 20th September 2014

- 12.2 Christmas Market, 30th November 2014 and to agree the cost of Market Stall and Pitch charges for 2014, report attached.

IT WAS RESOLVED: that the dates for the Oktoberfest and the Christmas Market, together with the costs of Market Stalls and Pitches are accepted. Vote 11 for and 1 abstention. The Resolution was carried.

- 12.3 NKDC Civic Service – 19th October 2014. This date was reported to the Council and noted.

FC.13 COMMITTEE TERMS OF REFERENCE – for final approval.

- 13.1 **Personnel – IT WAS RESOLVED:** that an amendment is made to paragraph 13 of TORs. Vote – 9 for; 1 against and 2 abstentions. The Resolution was carried.

IT WAS FURTHER RESOLVED: that with this amendment, the Terms of Reference for the Personnel Committee be accepted. Vote – Unanimous. The Resolution was carried.

- 13.2 **Finance & Strategy – IT WAS RESOLVED:** to accept the Finance & Strategy Terms of Reference. Vote – Unanimous. The Resolution was carried.

FC.14 POLICIES

- 14.1 **Policy for Handling Freedom of Information Requests** (incorporated with Model Publication Scheme – adopted 28th May Annual Meeting of the Council).

- 14.1.1 Councillors D Suiter, P McCallum and K Dolby volunteered to serve as Panel members, if required. **IT WAS RESOLVED:** to adopt to Policy for Handling Freedom of Information Requests. Vote – Unanimous. The Resolution was carried.

- 14.2 **Volunteers' Policy –** Following discussion on training needs, complaint procedures and identification of volunteers, it was agreed that the Volunteers Agreement, addressed all concerns raised.

- 14.2.1 **IT WAS RESOLVED:** to adopt the Volunteers' Policy. Vote – Unanimous. The Resolution was carried.

FC.15 OPENESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

- 15.1 It was agreed that STC should purchase recording equipment for its own use. Item referred to General Purposes to approve type of equipment required.

IT WAS RESOLVED: To amend Standing Orders to accommodate new legislation. Vote – Unanimous. The Resolution was carried.

- FC.16 RESOLUTION TO MOVE INTO CLOSED SESSION. IT WAS RESOLVED:** 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”. Vote – Unanimous. The Resolution was carried.

The press and public left the meeting.

FC.17 RECREATION GROUND

17.1 CPO – Update from Working Group. Cllr M Allan gave an update and amplified a report from Cllr J Mathieson. **IT WAS RESOLVED:** that Cllr J Mathieson's report be forwarded to the Council's Planning Consultants. Vote – Unanimous. The Resolution was carried.

17.2 A vote of thanks was given to the CPO Working Group for their work.

Officers in attendance left the meeting, at the request of the Chairman.

FC.18 MATTERS OF AN URGENT NATURE.

18.1 Staffing Issues.

The Chairman advised members of a current staffing issue. It was agreed by members that action on this matter should be conducted through the Personnel Committee in the first instance, informing the Full Council on progress as necessary.

There being no further business, the Chairman closed the meeting at 9:15pm.

Mrs. M. Waddingham,
Assistant Clerk,
2nd October, 2014.