

Sleaford Town Council

Minutes of the **Annual Meeting** of Sleaford Town Council held on
Wednesday 15th May 2019 at 7.00 pm, at The Town Hall, Quayside House,
Navigation Yard, Sleaford, NG34 7TW

Present: Cllr G Jackson (Chairman)

Cllr A Snookes (Deputy Chairman)	Cllr B Allan	Cllr A Brand
Cllr L Edwards-Shea	Cllr P Edwards-Shea	Cllr K Fernandes
Cllr T Hayat	Cllr H Lorimer	Cllr R Oates
Cllr J Parry	Cllr K Pole	Cllr C Sandy
Cllr M Shanahan-Kluth	Cllr S Shanahan-Kluth	Cllr D Suiter
Cllr J Thomas		

Also in Attendance Council Officers: Clerk and Deputy Clerk
Members of Public (9) Press (1)

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

One member of the public questioned the protocol of electing a Mayor and Deputy Mayor.

FC.1 Welcome from the outgoing Mayor

001 The outgoing Mayor welcomed all to the meeting.

FC.2 Nominations for, and appointment of, Chairman/Mayor of Sleaford for the year 2019/20

002 Councillor A Snookes was nominated for the position of Chairman/Mayor for the year 2019/2020.

003 Councillor A Brand was also nominated for the position of Chairman/Mayor for the year 2019/2020.

004 Councillors A Snookes and A Brand were both willing to stand. There were no further nominations.

005 A vote was taken:-
Councillor A Snookes - 7 votes
Councillor A Brand - 7 votes

The Chairman, G Jackson had the casting vote and Councillor A Snookes was elected as Chairman/Mayor for the year 2019/20.

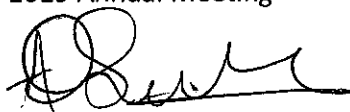
FC.3 Presentation of the Past Year's Mayor's Badge

006 The Chairman, Councillor A Snookes expressed the Council's thanks to Mr G Jackson and presented him with the Past Years Mayor's Badge.

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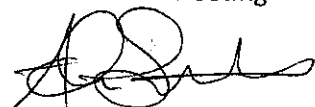
15th May 2019 Annual Meeting

Signed:



Date: 14 June 2019

- 007 After being proposed and seconded **IT WAS RESOLVED** to suspend Standing Orders to allow for photographs. Vote: for 16 – against 0 – abstained 0. The Resolution was carried.
- 008 After being proposed and seconded **IT WAS RESOLVED** to resume Standing Orders. Vote: for 16 – against 0 – abstained 0. The Resolution was carried.
- FC.4 Declaration of Acceptance of Office**
- 009 The Chairman read out and then signed the Declaration of Acceptance of Office.
- FC.5 Nominations for, and appointment of, Deputy Chairman/Deputy Mayor of Sleaford for the year 2019/20**
- 010 Councillor A Brand was nominated for the position of Deputy Chairman/Mayor for the year 2019/2020.
- 011 Councillor B Allan was also nominated for the position of Deputy Chairman/Mayor for the year 2019/2020.
- 012 Councillors A Brand and B Allan were both willing to stand. There were no further nominations.
- 013 A vote was taken:-
Councillor A Brand - 12 votes
Clr B Allan – 3 votes
Councillor A Brand was elected as Deputy Chairman/Mayor for the year 2019/20.
- 014 After being proposed and seconded **IT WAS RESOLVED** to suspend Standing Orders to allow for photographs. Vote: for 16 - against 0 – abstained 0. Unanimous. The Resolution was carried.
- 015 After being proposed and seconded **IT WAS RESOLVED** to resume Standing Orders. Vote: for 16 – against 0 – abstained 0. The Resolution was carried.
- FC.6 Declaration of Acceptance of Office**
- 016 The Deputy Chairman signed the Declaration of Acceptance of Office.
- FC.7 Apologies for Absence**
- 017 No apologies for absence were received.
- FC.8. Declarations of Interest.**
- 018 No Declarations of Interest were received at this point.
- FC.9 Minutes**
- 019 After being proposed and seconded **IT WAS RESOLVED** that the notes of the Council Meetings held on 17th April 2019, be approved as Minutes of that meeting. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.



FC.10 Panel Reports and Elections to Panel 2019/20

- 020 **10.1 Culture, Events and Markets** – the Notes from the meeting held on 15th April 2019 were noted and the recommendations were discussed.
- 021 **CEM Terms of Reference** - After being proposed and seconded **IT WAS RESOLVED** to accept a change in these Terms of Reference. The number of Councillors on the Panel to make it quorate was changed from 4 to 3. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.
- 022 **Future Events** - After being proposed and seconded **IT WAS RESOLVED** to approve a Macmillan Coffee Morning on 1st October 2019, in The Town Hall. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.
- 023 **10.2 Services & Assets** – The meeting on 23rd April 2019 was inquorate, so no business was transacted.
- 024 **10.3 Finance & Strategy** – the Notes from the meeting held in 18th April 2019 were noted and the recommendations were discussed.
- 025 **Portaloo at the Cemetery** - After being proposed and seconded **IT WAS RESOLVED** to hire a portaloo as a reasonable stop gap until a longer-term solution could be established. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.
- 026 **Galley Hill Haulage Way** - After being proposed and seconded **IT WAS RESOLVED** that the haulage way should be brought up to a useable standard with a cost of up to £10,000. Vote: for 11 – against 0 – abstained 5. The Resolution was carried.
- 027 **Chipper** - After being proposed and seconded **IT WAS RESOLVED** that in principle, the Finance & Strategy Panel approve the purchase of a second hand chipper with the provision that costings are reported fully including a warranty. Vote: for 12 – against 1 – abstained 3. The Resolution was carried.
- 028 **Finance Regulations** - After being proposed and seconded **IT WAS RESOLVED** to make an amendment on page 16, paragraph (j) to **£50,000** NOT £60,000. Vote: for 14 – against 0 – abstained 2. The Resolution was carried.
- 029 After being proposed and seconded **IT WAS RESOLVED** to make the amendments, as detailed by the Finance & Strategy Panel, which are as follows:-

Budgetary Control and Authority to spend – Page 7, **remove 4.1.** Page 7, 4.5 remove the wording ‘for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairperson of Council’ and **replace with** ‘by the HR Panel and approved by Council as part of the total budget setting requirements.’

Contacts – Page 16, paragraph (j) amended to ‘when it is to enter into a contact of less than £25,000’ **increase to £50,000.** Further amendment to paragraph (j) ‘where

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the value is below £3,000 **amend to £5,000 and remove** the wording and above £100.

Assets, properties and Estates – Page 17, amendment to paragraph 14.2 increase from £250 to **£500**

Vote: for 16 – against 0 – abstained 0. The Resolution was carried.

FC.11 To approve and adopt all Chapters of the Constitution from Chapters 1 to 30

030 After being proposed and seconded **IT WAS RESOLVED** to approve and adopt all Chapters of the Constitution from Chapter 1 to 30, including revised Financial Regulations as minuted above. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.

FC.12 To approve and adopt the Panel Terms of Reference

031 The Clerk explained that each Panel Terms of Reference have been slightly amended to give a clearer understanding of their remit.

032 **12.1 Culture, Events and Markets Panel** – Amendment to item 1, to remove the wording ‘plus the Town Clerk as Finance Offer’ and replace with ‘**supported by an Officer of the Council ...**’ Also, remove the last two sentences ‘A casual vacancy will be filled at an appropriate regular meeting. Preference will be given to a Councillor who is not a member of any other Council Panel’.

033 Amendment to item 2, remove the wording ‘probably once a month’.

034 Amendment to item 5, include the wording ‘**and recordings are added to the Council website. Notice of Panel Meetings will be published on the Councils’ website**’. Remove the wording ‘The Council website will issue advanced notice of a meeting’.

035 Amendment to the Panel’s remit to include the wording ‘**the supporting of the following**’.

Include ‘**events held by the Council at Council owned sites**’ and remove ‘Use of Town Hall’. Finally, add ‘**Christmas Market**’ to the list.

036 After being proposed and seconded **IT WAS RESOLVED** to accept the above amendments to the Culture, Events and Market Panel Terms of Reference. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.

037 **12.2 Finance & Strategy Panel** - Amendment to item 1, to remove the wording ‘plus the Town Clerk as Finance Offer’ and replace with ‘**supported by an Officer of the Council ...**’ Also, remove the last two sentences ‘A casual vacancy will be filled at an appropriate regular meeting. Preference will be given to a Councillor who is not a member of any other Council Panel’.

038 Amendment to item 2, remove the wording ‘probably once a month’.

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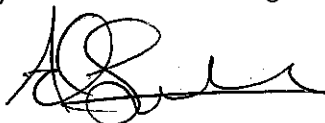
- 039 Amendment to item 5, include the wording **'and recordings are added to the Council website. Notice of Panel Meetings will be published on the Councils' website'**.
Remove the wording 'The Council website will issue advanced notice of a meeting'.
- 040 Amendment to the Strategic Plans and Finance to include **'Fixed Assets'**.
- 041 After being proposed and seconded **IT WAS RESOLVED** to accept the above amendments to the Finance & Strategy Panel Terms of Reference. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.
- 042 **12.3 HR Panel** – Amendment to item 1, remove the last sentence 'A casual vacancy will be filled at an appropriate regular meeting'.
- 043 After being proposed and seconded **IT WAS RESOLVED** to accept the above amendments to the HR Panel Terms of Reference. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.
- 044 **12.4 Services & Assets Panel** – Amendment to the Panel name. Rename it the **Services Panel** not the Services & Assets Panel.
- 045 Amend the seconded bullet point and replace the word 'assets' to **'Sites'**. Also, add in the following note **'Note: Strategic matters relating to assets are covered within the Council approved capital programme and overseen by the Finance & Strategy Panel'**.
- 046 Amendment to item 1, to remove the wording 'plus the Town Clerk as Finance Officer' and replace with **'supported by an Officer of the Council ...'** Also, remove the last two sentences 'A casual vacancy will be filled at an appropriate regular meeting. Preference will be given to a Councillor who is not a member of any other Council Panel'.
- 047 Amendment to item 2, remove the wording 'probably once a month'.
- 048 Amendment to item 5, include the wording **'and recordings are added to the Council website. Notice of Panel Meetings will be published on the Councils' website'**.
Remove the wording 'The Council website will issue advanced notice of a meeting'.
- 049 Amendments to the main services currently provided by the Council list for record the following:
- First bullet point, remove 'The Town Cemetery' and replace with **'Burials and Interments'**
 - Second bullet point, replace 'Street Sweeping' with **'Street Cleaning'**
 - Third bullet point, add open spaces

Remove buildings and the 6 bullets points.

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Rename 'recreation and other sites' to '**Maintenance of recreation grounds and open spaces include...**', Also, add **Eastgate Green** to the list.

Finally, rename 'Other Assets' to '**Other areas we maintain**'.

050 After being proposed and seconded **IT WAS RESOLVED** to accept the above amendments to the Services Panel Terms of Reference. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.

051 The Clerk answered a number of questions relating to the book value of assets.

FC.13 Appointment to Panels

052 13.1 To appoint councillors to the Culture, Events & Markets Panel (up to 7 members)

After being proposed and seconded **IT WAS RESOLVED** to elect Councillors L Edwards-Shea, P Edwards-Shea, J Parry, K Pole, C Sandy and A Snookes, as members of the Culture, Events & Markets Panel. Vote: for 15 – against 0 – abstained 1. The Resolution was carried

053 13.2 To appoint councillors to Finance & Strategy Panel (up to 7 members)

After being proposed and seconded **IT WAS RESOLVED** to elect Councillors A Brand, P Edwards-Shea, K Fernandes, T Hayat, S Shanahan-Kluth and D Suiter, as members of the Finance & Strategy Panel. Vote: for 15 – against 0 – abstained 1. The Resolution was carried.

054 13.3 To appoint councillors to Human Resources Panel (up to 5 members)

After being proposed and seconded **IT WAS RESOLVED** to elect Councillors B Allan, L Edwards-Shea, H Lorimer, R Oates and M Shanahan-Kluth, as members of the HR Panel. Vote: for 15 0 against 0 – abstained 1. The Resolution was carried.

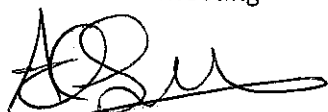
055 13.4 To appoint councillors to the Services Panel (up to 7 members)

After being proposed and seconded **IT WAS RESOLVED** to elect Councillors K Fernandes, H Lorimer, C Sandy, M Shanahan-Kluth, D Suiter and J Thomas, as members of the Services Panel. Vote: for 14 – against 0 – abstained 2. The Resolution was carried.

056 13.5 Clerk's Management Team – (3 members of which two are the Chairman/ Mayor & HR Panel Lead)

057 Councillor M Shahanhan-Kluth and K Fernandes were nominated to be the third member on the Clerk's Management Team.

058 Councillor M Shanahan-Kluth – **Vote: 7 for**
Councillor K Fernandes – **Vote: 4 for**



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059 The Chairman, the HR Panel lead and Councillor M Shanahan-Kluth, were confirmed members of the Clerk's Management Team.

FC.14 Appointment to Outside Bodies

060 After being proposed and seconded **IT WAS RESOLVED** to accept the following representatives on Outside Bodies. Vote: for 13 – against 0 – abstained 3. The Resolution was carried.

- **Partnership Scheme in Conservation** (formerly Sleaford Shopfront Scheme) – Councillor B Allan
- **Sleaford Alms Houses** – Councillor A Snookes
- **Lincolnshire Association of Local Councils** – Councillors D Suiter and K Fernandes
- **Sleaford In Bloom** – Councillor M Shanahan-Kluth
- **Sleaford Regeneration Support Group** – Councillors A Brand and S Shanahan-Kluth. Councillor K Fernandes as reserve Councillor
- **Sleaford & District Twinning Association** – Chairman, Councillor A Snookes
- **Sleaford United Charity** – Councillors C Sandy and D Suiter
- **Sleaford Neighbourhood Policing Panel** – Councillors L Edwards-Shea and K Fernandes as reserve Councillor
- **Sleaford Museum Trust** – Councillor J Parry
- **Armed Forces Day** – Councillor K Pole
- **Sleaford Castle Heritage Group** – Councillors M Shanahan-Kluth, L Edwards-Shea and C Sandy
- **Sleaford Culture & Heritage Forum** – Councillor H Lorimer and Councillor K Fernandes, as reserve Councillor

FC.15 Clerk's Report

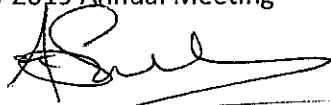
061 **15.1 Timetable of all Meetings** - After being proposed and seconded **IT WAS RESOLVED** to approve the meeting schedule for Council and Panel Meetings for the year 2019/20. Vote: for 14 – against 0 – abstained 2. The Resolution was carried.

062 **15.2 Meet and Greet Session for Councillors** - After being proposed and seconded **IT WAS RESOLVED** to hold a Meet and Greet Session on Wednesday 5th June 2019, at 7pm. Vote: for 14 – against 0 – abstained 2. The Resolution was carried.

FC.16 Planning Matters

063 **16.1 Current Planning Applications** – after being proposed and seconded **IT WAS RESOLVED** to make no comment of the following applications. Vote: for 13 – against 0 – abstained 3. The Resolution was carried. NKDC to be notified accordingly.

Ref No	Location	Proposal
19/0509/HOUS	58 London Road, NG34 7LH	Erection of two storey side extension & alterations
19/0381/FUL	Unit 3 Navigation Yard, Carre	Change of use from A1 (retail) to D2



	Street	(leisure)
19/0521/FUL	Land Opposite Household Waste Recycling Centre, Pride Parkway Enterprise Park, NG34 8GL	Erection of 6 starter units

FC.17 Resolution to move into Closed Session.

064 After being proposed and seconded, **IT WAS RESOLVED** that the following item be exempt by virtue of **Paragraph 1** of Schedule 12A of the Local Government Act 1972, as it details information relating to the financial or business affairs of any particular person including the authority holding that information. Vote: for 16 – against 0 – abstained 0. The Resolution was carried.

FC.18 HR

065 After being proposed and seconded, **IT WAS RESOLVED** that Employee's (Post No. 32) request for a reduction in working hours be refused on the following grounds:-

- The additional costs to the Council in appointing external contractors;
- Reduce ability to meet the needs to the Town;
- Inability to share the person's workload amongst other staff; and
- Potentially damaging effects upon the quality of work produced

and at the current level of services deliver, the Council would not wish to revisit this decision before 31st March 2020. Vote: for 8 – against 3 – abstained 5. The Resolution was carried.

There being no further business, the Chairperson thanked all for attending and closed the meeting at 9:00pm.

