



To: All Members of Sleaford Town Council.

You are hereby summoned to attend the next meeting of Sleaford Town Council to be held at the **Town Hall, Quayside House, Navigation Yard, Sleaford** on **WEDNESDAY 28th September 2022 at 7:00pm**

Prior to the official start of the meeting a public forum of not more than 15 minutes will be held if required. The public may address the council between **6.45pm** and **7:00pm** on current matters, or issues which may become future agenda items and your attendance is also requested during this period.

Temporary Proper Officer to Sleaford Town Council
22nd September 2022

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1. **Chairman's Welcome**
2. **One minute silence for Her Majesty Queen Elizabeth II**
3. **Apologies for Absence**
To receive and **note** apologies for absence, given to Officers, prior to the meeting.
4. **Declarations of Interest**
To receive declarations of interest under the Localism Act 2011 – being any **pecuniary and/or personal interest** in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensations
5. **Minutes**
 - a. Notes of the Council Meeting held on 17th August 2022, to be approved as Minutes (attached) 1-12
 - b. Notes of the Extraordinary Council Meeting held on 7th September 2022, to be approved as Minutes (attached) 13-16
6. **Chairman's & Vice Chairman's Report** 17
7. **Temporary Proper Officer's Report** (Chairman) (attached) 18-21
8. **Acting Deputy Clerk's Report** – to note report (attached) 22
9. **Planning**
 - a. **Applications for consideration** - report (attached) 23-24

10.	Financial Matters - Report attached	25-33
	a. Bank Balances and Reconciliations To note Council's financial position as at previous month end	
	b. Financial Transactions	34-39
	i. To consider and approve financial transactions totalling £138,360.48 (attached)	
	ii. To appoint 2 Members to sign the paperwork and cheque.	
	c. Finance Policy Changes	
	i. To approve proposed changes to the Financial Regulations	
	ii. To approve the creation of an Investment Strategy (circulated separately)	
	d. Banking Changes	
	i. To approve signatory updates to Council Bank Mandate	
	ii. To approve changes to the Council Credit Card	
	iii. To approve increase to daily online banking expenditure limit	
	iv. To approve changes to account type for Capital Reserves	
	e. Finance Update from Temporary RFO – for noting	
11.	Council Business	
	a. Health & Safety – to receive a report & a draft policy from the Acting Deputy Clerk (attached)	40-66
	b. Appointment of Town Clerk – to ratify the appointment – report (attached)	67
	c. HR Committee Membership – to formally vote on membership (attached)	68
	d. Handley Chase and POS – to consider report and recommendation on adopting (attached)	69-70
	e. Payroll Consultation update – to receive a report from, Temporary Proper Officer (attached)	71
	f. Repair of Playground Item - to consider recommendation - report (attached)	72-73
	g. Request for Twinning Association Coffee Mornings at Town Hall -to consider recommendation - report (attached)	74
	h. Register of Interest Forms – report (attached)	75
	i. Council Meeting Schedule & Priority Business – To consider and approve the schedule of priority business at allocated Meetings. (attached)	76
12.	Council Committees, Panels, Task & Finish Groups and Outside Bodies	
	a. Internal Audit Task & Finish Group	77-92
	i. Meeting Notes (9th & 19th August & 6th & 21st September 2022) – for noting only	

- b. S106 & CIL Funding Task & Finish Group** 93-101
- i. Meeting Notes (10th August & 7th September 2022) – for noting only.
 - ii. To consider and approve action on H&S Matters.
 - iii. To consider and approve delegated spending authority for leaflet printing and purchase of additional street furniture.
 - iv. To note the request to adopt Tamar Road Play Area and S106 income.
13. **County Councillors Report** – to receive updates, if any
14. **MOTION** 102-105
Night-time cover – Sleaford Fire Station - report (attached)
15. **HR Committee Minutes**** – To receive the notes and consider the recommendations from the meetings held: To Follow
- 22nd August 2022
 - 30th August 2022
 - 6th September 2022

** The Council may resolve to move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the matters at Item 15

Thank you for your attendance, the next scheduled Council meeting will be held on Wednesday 19th October 2022.