



**Minutes of the Meeting of Sleaford Town Council held on
Wednesday 18th January 2023 at 7.00pm, at The Town Hall, Sleaford**

Present:

Cllr L Edwards-Shea – Chairman
Cllr J Thomas – Vice Chairman
Cllr B Allen
Cllr D Darmon
Cllr P Edwards-Shea
Cllr K Fernandes
Cllr H Lorimer

Cllr R Oates
Cllr J Parry
Cllr S Shanahan-Kluth
Cllr M Smith
Cllr Ad Snookes
Cllr Al Snookes
Cllr D Suiter

Also in attendance: Mr Chris Pilkington (Town Clerk and Responsible Financial Officer), Ms M Free (Senior Finance Officer), Mrs D Scott (Minute Taker) and three Members of the Public.

23.6 Chairman's Welcome

The Chairman welcomed those present to the meeting.

23.7 Apologies for Absence

Apologies for the meeting and reasons for absence from it had been received from Cllrs T Hayat, Cllr L Lowndes, Cllr M Offer and Cllr M Shanahan-Kluth.

RESOLVED: That the reasons for absence of Cllrs Hayat, Lowndes, Offer and M Shanahan-Kluth be approved.

23.8 Declarations of Disclosable Pecuniary and Other Interest

(a) To receive disclosures of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members Code of Conduct

None.

(b) To receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests

None.

23.9 Minutes of Previous Meetings

(a) Minutes of the Meeting of the Town Council held on Wednesday 14th December 2022

Cllr Lorimer requested a recording vote on the accuracy of the minutes.

For – Cllrs P Edwards-Shea, L Edwards-Shea, Fernandes, Oates, Parry, S Shanahan-Kluth, Smith, Ad Snookes, Al Snookes, Suiter and Thomas

Against – Cllrs Darmon and Lorimer

RESOLVED: That the minutes of the meeting of the Town Council held on Wednesday 14th December 2022 be confirmed as an accurate record and signed by the Chairman of the Council.

(b) Minutes of the Meeting of the Town Council held on Wednesday 4th January 2023

RESOLVED: That the minutes of the meeting of the Town Council held on Wednesday 4th January 2023 be confirmed as an accurate record and signed by the Chairman of the Council.

23.10 Chairmans & Vice Chairman's Report

The Chairman reported on presenting prizes to the winning businesses in the Christmas Windows competition and reminded Councillors, and others present, that tickets were available for the Burn's Night event, about which she has been interviewed on Radio Lincolnshire that afternoon. She also asked for volunteers to help at the Coronation Event on 6th May, the 1940s Event on 3rd June and to join the team in the Brains of North Kesteven Event in March. The report listed forthcoming Twinning events and the 16 days of Action Against Domestic Violence Campaign.

RESOLVED: That the report be noted.

23.11 Town Clerk & Responsible Financial Officers Report

The Town Clerk updated the meeting on his work since the meeting of the Council on 14th December, including discussions with NKDC Officers. He reported that LALC's appointment as Internal Auditor had been confirmed and shared a list of work priorities for the short-term (3 months), medium-term (12 months) and for the long-term. In answer to questions, he confirmed that, once the new standing orders were

agreed, he would bring proposals for a committee structure to a future meeting of the Council.

RESOLVED: That the report be noted.

23.12 Governance Matters

(a) Revised Standing Orders

The Clerk presented revised standing orders, based on the model standing orders produced by the National Association of Local Councils, for adoption by the Council and reminded members that adopting new ones had been advised by the internal auditor and that adopting new ones would help the Council obtain accreditation under the Local Council Award Scheme. He set out the various options and choices available to the Council in different sections of the document and a discussion took place.

In relation to standing order 1(t) it was resolved to allow speakers to speak for up to two minutes each, in relation to standing order 3(c) that the words 'The minimum three clear days' notice of a meeting does not include the day on which the notice was issued or the day of the meeting, in relation to standing order 3(f) that it be retained and the public participation session not exceed 15 minutes, in relation to standing order 3(g) that it be retained and members of the public be allowed to speak for up to three minutes each, that standing order 3(h) be retained, that standing order 3(x) state that a meeting shall not exceed two and a half hours, in relation to standing order 4(d)(v) that seven days be specified as the relevant number, that reference to sub-committees be retained in relation to standing order 6(c), that seven days and two members be the specified numbers in relation to standing order 6(d), in relation to standing order 7(a) it read 'a resolution of Full Council...' and that ten be the relevant numbers of members required to give written notice of a motion to reverse a previous decision within six months, in relation to standing orders 9(b) and 9(d) that seven be the number of days specified in both those orders, in relation to standing order 12(f) that the words 'or recordings' be deleted, that in relation to standing orders 13(e) and 13(g) the words relating to the Proper Officer be deleted, in relation to standing orders 14(a) and 14(d) that references to the 'Unitary Council' be deleted, in relation to standing order 15(a)(ii) that five be the number of days specified, in relation to standing order 15(a)(xv) that reference to committees and their chairmen be deleted, in relation to standing order 19 that the wording presented by the Clerk be accepted, in relation to standing order 20(b) the wording option relating to local councils with gross annual income or expenditure over £200,000 be chosen, in relation to standing order 23 the wording option relating to local councils without a common seal be chosen, in relation to standing order 24 that references to 'Unitary Council' be deleted along with the whole of 24(b), and in relation to standing order 26(b) that ten be the number of

councillors specified in the order. Otherwise the standing orders were agreed as presented by the Clerk.

RESOLVED: That the revised standing orders be adopted as presented and amended with immediate effect and that the Clerk have the delegated authority to make any formatting and renumbering changes required.

In the interest of time the Council agreed to move the agenda items under Financial Matters further up the agenda.

23.13 Financial Matters

(a) Budget for 2023/2024 Financial Year

The Senior Finance Officer presented the proposed budget for 2023/2024 which had been amended following the discussions at the Council meeting on 4th January.

Further to standing order 3(x) the Council agreed to extend the length of the meeting to three hours.

A discussion then took place and it was agreed to add a further £9,000 to the budget for the Coronation Event in May 2023 making a total of £15,000 for that budget line. In addition expenditure of £16,250 on the Castlefield project was agreed with a view to setting aside the same amount in the three following financial years.

RESOLVED: That the budget for 2023/2024 be adopted as amended and presented and the four recommendations in the Senior Finance Officers accompanying report be accepted.

(b) Precept Demand for 2023/2024 Financial Year

Cllr Thomas requested a recorded vote on the adoption of the precept.

For – Cllrs Allen, Darmon, L Edwards-Shea, P Edwards-Shea, Fernandes, Lorimer, Oates, Parry, S Shanahan-Kluth, Smith, Ad Snookes, Al Snookes, Suiter and Thomas.

Against – None.

RESOLVED: That further to the adoption of the budget a precept demand of £746,350.19 for the 2023/2024 financial year be submitted to North Kesteven District Council.

(c) Report on the Council's Payroll and Pensions Processes

Members considered the report produced by North Kesteven District Council. The Clerk reported that the Human Resources Committee had considered it at a recent meeting and were recommending to full Council that the reports findings and recommendations be accepted and that the Council outsource its payroll and pensions arrangements.

RESOLVED: That the report's findings and recommendations be accepted and the Clerk obtain quotes for the outsourcing of the Council's payroll and pensions functions to bring to a future meeting of the Council.

(d) Moving banking arrangements from HSBC

The Clerk spoke to the report he had prepared recommending that the Council move its banking arrangements away from HSBC to Unity Trust Bank. Doing so would mean the Council's accounts would have a system of dual or triple authorisation in place which would be an improvement on the current arrangements.

RESOLVED: That the Council close its bank accounts with HSBC and open current and savings accounts with Unity Trust Bank as well as a corporate multipay card and that it examines ways to reduce the number of cash and cheque transactions made by the Council. Moreover that further information regarding interest bearing accounts with CCLA and various building societies be brought to a future meeting of the Council.

(e) Council Bank Balances

RESOLVED: That the bank balances be noted.

(f) Financial Transactions made Retrospectively and Pending

RESOLVED: That the financial transactions listed on the reports, totalling £10,349.51, £45,961.98 and £9,587.64, be approved.

(g) Authorisation of Expenditure

- (i) Mrs D Scott, Minute taking services, £432
- (ii) Aurora Training and Security Solutions, December 2022 Security Services, £1,200
- (iii) Open Plan Consultants Ltd, Support for Stage 1 development of Sleaford Neighbourhood Plan, £2,565
- (iv) Expenditure on Staffing Review, £6,000

RESOLVED: That the expenditure be authorised.

(h) Authorisations of Expenditure made under Financial Regulation 4.6

- (i) Aurora Training and Security Solutions, Services at Christmas Market, £720
- (ii) E-ON, Installation of Christmas tree, £120
- (iii) Nicholas Marshall (Blacksmith), Railings for Boston Road Recreation Ground, £1,272
- (iv) Sparkles of Sleaford, Cleaning of depot – December 2022. £72
- (v) Sparkles of Sleaford, Cleaning of Town Hall – December 2022, £336
- (vi) Turnbull & Co Ltd, New tap and parts for the cemetery, £50

RESOLVED: That the payments be noted.

(i) Fund Transfers within the Council's Banking Arrangements

RESOLVED: That the transfers presented be noted.

(j) Request for two members to sign paperwork

RESOLVED: That Cllrs Darmon and Smith sign the paperwork.

The time having reached 10.00 pm, the Chairman declared the meeting closed, with remaining Agenda items to be carried forward to another meeting of the Town Council, date to be confirmed.

Chris Pilkington PSLCC
Town Clerk & Responsible Financial Officer
Sleaford Town Council
8th February 2022