MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE
HELD IN THE MEETING ROOM, CIVIC OFFICES ON
THURSDAY 20TH JUNE 2019 AT 7.00PM

Present: Councillor J Charters (Chairman)
Councillors: N Blanchard   C Briggs  N Dillon  F W Lee
            R Little    S Roe    B Sellars

In Attendance: Clerk to the Committee: Mrs S Green

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE OF REASONS GIVEN
Apologies for absence were received from Cllrs G Edwards, P Johnson and E Rigby.

AGREED
Proposed by Cllr Charters, seconded by Cllr Dillon
To accept reasons for absence received from Cllrs Briggs, Dillon, Jackling, Rigby and Roe.
Unanimous

2. RECEIPT OF ANY DECLARATION OF MEMBERS’ INTERESTS UNDER THE LOCALISM ACT 2011
Councillors were reminded that under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the Council at which the matter is considered must disclose and withdraw from the room.

None received at this point.

3. NOTES OF THE COMMITTEE MEETING HELD ON 16TH MAY 2019 BE APPROVED AS A TRUE RECORD OF MINUTES
Amendment to include Cllr Little’s apologies in Item 1

AGREED
Proposed by Cllr Lee, seconded by Cllr Blanchard
That the notes of 16th May 2019, as amended, be accepted as a true record of minutes.
Unanimous of those in attendance on 16.05.19

4. CHAIRMAN’S ITEMS
The Chairman advised that the GDPR Security Compliance document will be issued to all Members for completion to confirm compliance. If not achieved then the alternative of mailing out hard copies of all documentation will be offered in the short term.

5. CORRESPONDENCE AND CLERKS ITEMS
None.

6. MANAGEMENT ACCOUNTS REVIEW
Management accounts had been forwarded to all members prior to the meeting. The Chairman was pleased to advise that these had now been produced and condensed to nearly the same format as the precept which would simplify review. Any outstanding issues would be addressed prior to the next meeting. The Deputy Clerk was thanked for her hard work in compilation of the accounts in difficult circumstances due to staff shortages.

7. RESERVES REVIEW
This Item was deferred until the next meeting.

8. END OF FINANCIAL YEAR 2018-2019 UPDATE

Finance & Policy Committee
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Signed
Members noted that reserves are at an acceptable level. Forward financial planning will be dealt with by a newly formed Strategic Planning Sub Committee. Queries were answered regarding funds accrued.

9. **BANK ACCOUNTS UPDATE – INVESTIGATION INTO ALTERNATIVE BANK**
   This Item is currently under investigation to spread the risk to the Council.

10. **STANDING ORDERS & FINANCIAL REGULATIONS REVIEW WORKING PARTY**
    Cllr Charters and Cllr Dillon volunteered to join the Working Party and this Item is to be referred to Town Council. Review will consider the South Hykeham Parish Council revised Standing Orders to be adopted for Hykeham Planning Committee, the revised co-option policy and the revised Code of Conduct.

11. **APPROVAL OF END OF YEAR ACCOUNTS 18/19**
    The Chairman informed the Committee that there is a list of items that legally require to be agreed prior to the Annual Governance and Accountability Return (AGAR) for the financial year 2018/2019 submission to the External Auditors.
    Namely:
    - the internal examiners audit report
    - the Balance Sheet for the year ended 31st March 2019;
    - to approve the Annual Governance Statement (Section 1);
    - to approve the Accounting Statements (Section 2 of the AGAR).

    **AGREED**
    
    Proposed by Cllr Charters, seconded by Cllr Roe
    To approve the Annual Governance Statement for 2018/2019 accounts.
    
    Unanimous

12. **POLICIES – COMMUNICATIONS (GDPR COMPLAINT), NON COUNCILLOR CO-OPTION FORM**
    Not dealt with at this meeting.

13. **REVISED CODE OF CONDUCT**
    Members considered the revised Code of Conduct presented and it was

    **AGREED**
    
    Proposed by Cllr Charters, seconded by Cllr Dillon
    To recommend to Town Council to adopt the revised North Hykeham Town Council Code of Conduct as presented and incorporation into the review of Standing Orders.
    
    Unanimous

14. **UPDATE AND RATIFICATION FROM BUSINESS SUB COMMITTEE MEETING**
    None. A Business Sub Committee will be held on 17th July at 6.30pm and the Finance & Policy Committee meeting will therefore commence at 7.30pm.

15. **UPDATE AND RATIFICATION FROM PERSONNEL SUB COMMITTEE MEETING**
    None.

    *Councillor C Briggs left the meeting at 7.35pm*

16. **TO RESOLVE WHETHER THE COUNCIL WILL MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 AS AMENDED BY SECTION 100 OF THE LOCAL GOVERNMENT ACT 1972 FOR THE FOLLOWING CONFIDENTIAL AND PERSONNEL ITEMS**

    **AGREED**
    
    Proposed by Cllr Charters, seconded by Cllr Lee
    To enter Closed Session of the meeting.
    
    Unanimous

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Finance & Policy Committee
20 June 2019

Signed [signature]
17. **NOTES OF THE CLOSED SESSION OF THE COMMITTEE MEETING HELD ON 16th MAY 2019 BE APPROVED AS A TRUE RECORD OF MINUTES**

18. **PERSONNEL MATTERS**

The meeting closed at 7.45pm