

**MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE
HELD IN THE MEETING ROOM, CIVIC OFFICES ON
THURSDAY 20TH FEBRUARY 2020 AT 19.00**

Present: Councillor J Charters (Chairman)

Councillors: N Blanchard C Briggs B Jackling E Rigby S Roe

In Attendance: Clerks to the Committee: Mrs S Green and Mrs R Brown

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE OF REASONS GIVEN

Apologies for absence were received from Cllr Edwards, Cllr Dillon, Cllr Lee, Cllr Little and Cllr Sellars.

AGREED **Proposed by Cllr Roe, seconded by Cllr Jackling**
To accept reasons for absence received from Cllrs Edwards, Dillon, Lee, Little and Sellars.
Unanimous

2. RECEIPT OF ANY DECLARATION OF MEMBERS' INTERESTS UNDER THE LOCALISM ACT 2011

None received at this point.

3. NOTES OF THE COMMITTEE MEETING HELD ON 16TH JANUARY 2020 TO BE APPROVED AS A TRUE RECORD OF MINUTES

An amendment to add Cllr Jackling to the list of apologies was

AGREED **Proposed by Cllr Briggs, seconded by Cllr Roe**
That the notes of the meeting on 16th January 2020, as amended, be accepted as a true record of minutes.
Unanimous of those in attendance on 16.01.20

4. CHAIRMAN'S ITEMS None.

5. CORRESPONDENCE AND CLERKS ITEMS None.

6. MANAGEMENT ACCOUNTS REVIEW

All Members had received an up to date I & E Town Council Report and were invited to make comment and ask questions. The Chairman advised that any further potential liabilities should be identified to the Town Clerk and Deputy Town Clerk, the final accounts for the year will be presented at the next meeting. Distribution of the Mayoral charity monies are being dealt with and it was felt that it would be beneficial if a guidance pack was available for the Mayors of the Town for their terms of office. Members wished to commend the Deputy Clerk for her work on the Council accounts which are in an excellent state.

AGREED **Proposed by Cllr Roe, seconded by Cllr Charters**
To approve the I&E Report as presented
Unanimous

7. LIST OF DIRECT DEBITS

Members were presented with the current list of Direct Debits. This included the revised monthly payments for the phone and broadband at the Civic Offices and Community Hub following the new contract negotiated with BT.

AGREED **Proposed by Cllr Charters, seconded by Cllr Roe**
To approve the list of Direct Debits as presented
Unanimous

Finance & Policy Committee
20 February 2020
Signed _____

8. REVIEW OF BANK ACCOUNTS AND SAVINGS ACCOUNTS

A review had taken place and 2 banks identified as suitable for the Council's requirements. A further bank was suggested for investigation into suitability.

AGREED

Proposed by Cllr Rigby, seconded by Cllr Jackling

To open savings accounts at the Nationwide Building Society and Unity Trust Bank to spread the risk.

Unanimous

9. YEAR END ACCOUNTS

This Item had been dealt with earlier in the meeting.

10. UPDATE AND RATIFICATION FROM BUSINESS SUB COMMITTEE MEETING

The Chairman of the Business Sub Committee updated on the recent meeting and reminded that all premises and facilities are for hire at agreed rates. Financial assistance can be requested through S137 application.

11. UPDATE AND RATIFICATION FROM PERSONNEL SUB COMMITTEE MEETING

The scheduled Sub Committee meeting had not taken place.

12. 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 Rigby, seconded by Cllr Jackling

To enter Closed Session of the meeting.

Unanimous

19.20 -Cllr Rigby declared a prejudicial interest in Item 14 and a non-registerable interest in Items 13, 15 & 16, the interest is of a personal and sensitive nature, and left the meeting at this point.

13. VIREMENT OF £3000 FROM MISCELLANEOUS INCOME BUDGET TO CONSULTANCY FEES BUDGET TO MEET NECESSARY CONSULTANCY FEE

14. RATIFICATION OF ADDITIONAL EXPENDITURE UNDER NHT C FINANCIAL REGULATIONS 4.7 OF £2000 FOR APPOINTMENT OF INDEPENDENT QUALIFIED HEATING ENGINEER TO UNDERTAKE A HEATING SYSTEMS TECHNICAL REPORT TO A DETAILED SCOPE OF WORKS AND COST BREAKDOWN AT HYKEHAM COMMUNITY HUB

15. NOTES OF THE CLOSED SESSION OF THE COMMITTEE MEETING HELD ON 16TH JANUARY 2020 BE APPROVED AS A TRUE RECORD OF MINUTES

16. PERSONNEL MATTERS

The meeting closed at 19.40