



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 09/22
held on Thursday 16th February 2023 at 7pm

Councillors Present: J Charters (Chair), J Bishop, W Lee, V Mays, SP Roe, K Sampson

In Attendance: Mrs M Parker – Town Clerk

09-22.1 Apologies for absence and acceptance of reasons given

It was **RESOLVED** to accept apologies for absence and reasons given from Cllrs Blanchard, Briggs, Edwards, Killingsworth, Jackling and Little.

09-22.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011

The Chair advised he would take any Declarations of Interest under individual agenda items.

09-22.3 Notes of the Finance & Policy Committee meeting held on 16th February 2023 be approved as Minutes

It was **RESOLVED** to accept the Notes of the Finance and Policy Committee meeting held on 19th January 2023 as a true record of Minutes and were signed accordingly.

09-22.4 Chair's Items

The Chair had no items to raise.

09-22.5 Correspondence and Clerk's Items

The Clerk had no correspondence to present. The Clerk had two items to raise, which were noted by members: -

- Informed the meeting that at the last Community Committee a Grant application from the North Hykeham War Memorial and Playing Fields Trust had been considered, but that upon review after the meeting it was ascertained that the application should not have been presented as, in accordance with the Grants Policy, an applicant can make no more than one application for a grant in a financial year; the Trust had received a grant of £2000 towards its celebrations for the Queen's Platinum Jubilee in June 2022.
- An update on the resolution to move some of the Council's monies into a higher interest savings account had encountered difficulties with Virgin Money which had resulted in the old account being closed and the monies returned to the Council. These monies had been deposited into another savings account at this time whilst the clerks explored all available accounts for the F&P committee to consider in April.

Updates on the actions from the last meetings were noted as follows: -

Item No:	Action	Updates
8-22.6	Make virements of £459 to budget 4042 from budget 4029 and of £376 to budget 4362 from 4103	Completed 20.01.23
8-22.7	Write to advise resident of refusal of the request for a reduction in allotment fees	Completed 20.01.23

8-22.8	Increase the annual fee for the NHS Lincolnshire's staff to use Witham Fields car park to £1500,	Completed 20.01.23
8-22.9	Write to LCC to confirm the Town Council would support LCC's Option C for budget and council tax proposals 2023/2024.	Completed 20.01.23
8-22.11	Recommend to Town Council to adopt the draft	Completed 26.01.23 Environmental and Sustainability policy.
8-22.12	Recommend to Town Council to adopt the Non-councillor member policy	Completed 26.01.23

09-22.6 Management of Accounts

Members reviewed and noted the latest set of Income and Expenditure details. The Chair confirmed that balancing of any overspend on individual budgets was resolved by virements from within a committee's own budget structure and that some of this work had already been undertaken through previous F&P meetings.

09-22.7 Request from E&O committee for approval for the of General Reserves towards the cost of internal decorations at the Civic Offices

At the last E&O committee meeting it was resolved to request that F&P committee take the funds from reserves to cover the cost of the carpet and paint for the refurbishment of the Civic Offices, and that reserves are reimbursed from the Fen Lane Maintenance budget in the next financial year.

It was **RESOLVED** to approve funds from General Reserves be used to cover the cost of the carpet and paint for the refurbishment of the Civic Offices, with reserves reimbursed from the Fen Lane Maintenance budget in the next financial year.

09-22.8 Updates on a new Website for the Town Council from the working group.

In the absence of Cllr Blanchard, the Clerk advised the group had agreed the basic functional of a new website and that Cllr Blanchard would be meeting with the clerks to discuss further ideas and needs of a new website.

09-22.9 Development of a Memorials Policy – recommendations from the working group

In the absence of representatives from the working group, this item was deferred to the next committee meeting.

09-22.10 Review of the Council's Fixed Asset and Tool registers

Members discussed the revised Fixed Asset and Tool registers for 2022/2023, and reviewed the items that were listed for disposal during this financial year. Members gave thanks to staff for their hard work of the full review of both registers.

It was **RESOLVED** that the following processes be followed with regards to disposal of IT assets: -

- Monitors – to be offered to local schools in the first instance. Any monitors not taken by the schools could be offered to children's' homes in Lincolnshire.
- Desktops, laptops, and server – to have hard drives cleared and disposed of appropriately/responsibly.

09-22.11 Review and development of the 5-year plan for the F&P committee

Members reviewed the committee's 5-year plan and agreed there were no changes to be made, at this time.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
9-22.7	Arrange funds to be transferred from General Reserves to Fen Lane Maintenance	Deputy Clerk	31.03.23
9-22.10	Arrange for disposal of old IT assets	Clerk	31.03.23

The meeting closed at 7.50pm.