



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 04/23
held on Thursday 21st September 2023 at 7pm

Councillors Present: N Blanchard (Chair), R Johnston, G Killingsworth, FW Lee, V Mays, S Roe, K Sampson

In Attendance: Mrs M Parker – Town Clerk
Miss J Humphrey – Deputy Clerk

04-23.1 Apologies for absence and acceptance of reasons given to the Clerk in advance of the meeting

It was **RESOLVED** to accept apologies for absence and acceptance of reasons given from Cllrs Briggs, Edwards and McDowell.

04-23.2 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.

04-23.3 Notes of the Finance & Policy Committee meeting held on 13th July 2023 be approved as Minutes

It was **RESOLVED** to accept the Notes of the Finance and Policy Committee meeting held on 13th July 2023 as a true record of Minutes and were signed accordingly.

04-23.4 Chair's Items

The Chair had no items to raise.

04-23.5 Correspondence and Clerk's Items

The Clerk had no correspondence to present. Updates on the actions from the last meeting were noted as follows: -

Item No:	Action	Updates
3.23.7	Recommend to Town Council to adopt the draft ICT Policy and that it should be reviewed within a year.	Completed 20.07.23
3.23.8	Cllr Blanchard review the policy with the Town Clerk and return with a final recommendation at the next meeting of the F&P committee	Agenda item at this meeting

04-23.6 Management of Accounts, including receipt of the conclusion of the Annual External Audit for the financial year 2022-2023

The Income and Expenditure of the Council (up to 31st August 2023) was noted by Members. The successfully concluded Annual External Audit for the financial year 2022/2023 had been received; noted by Members. Cllr Blanchard gave thanks to the clerks for their hard work with regards to the completion of the audit.

04-23.7 Generation of a Fixed Asset Policy – consideration of recommendations from review group

Members considered a draft Fixed Asset policy, reviewed after the last meeting.

It was **RESOLVED** to recommend to Town Council to adopt the draft Fixed Asset Policy.

04-23.8 To approve a virement of £12,000 General Reserves to address remedial works at the Civic Offices and the Community hub as identified in the latest Legionella Risk Assessment

After the latest Legionella Risk Assessments were carried out at the Civic Offices and the Community Hub unexpected remedial works had emerged which needed to be actioned as High and Moderate risks to ensure the council's buildings met legislative safety standards. As this was a Health & Safety matter this had been addressed during the summer recess with the use of Standing Order 28. Members were now asked to formally consider the approval of a virement from General Reserves of £12000 to the relevant maintenance budgets to cover these costs

It was **RESOLVED** that a virement of £12000 from General Reserves be made to cover the associated costs for remedial works as identified in the 2023 Legionella Risk Assessments at the Civic Offices and the Community Hub.

04-23.9 Precept planning for the financial year 2024-2025, including the development of the F&P committee's 5 year plan

Cllr Blanchard informed Members that he would be asking the town council at the next meeting to give thought to its expectations from the 2024/2025 precept, as a guide to all committees during their precept plans and for F&P to manage the process.

It was suggested that there should be an allowance of 4% on the payroll, given that the predicted increase for the 2023/2024 rates was 3.88% (still subject to formal acceptance). The committee's 5-year plan was only reviewed for year 2, as this was pertinent to precept planning for 2024/25. It was felt that there were no other changes to be made to the 2024/2025 element of the committee's 5-year plan at this time.

04-23.10 To consider whether the Committee will move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 for the following confidential items:

It was **RESOLVED** that the meeting move into Closed Session to receive the agenda items relating to website recommendations and confidential Personnel matters.

04-23.11 Consideration of updates and recommendations from the website Working Group

Members discussed a report from the website working group, which made comparisons of 4 quotations received for bespoke website provisions. The website provision available via LCC was also discussed but was considered to be very limited in adaptability and could not be tailored to the needs of the town council with things such as data collation or interactive mapping.

It was agreed to invite the company whose quote was of most interest to make a small presentation at the next F&P meeting and answer questions from committee members.

04-23.12 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee

Cllr Blanchard informed the meeting that from the latest Personnel sub-committee meeting the following matters had been dealt with: -

- interviews for the Assistant Clerk vacancy planned for 28th of September 2023
- successful conclusion of probationary period for Mr G Young (Services Team Operative) approved
- approved a Flexible Working Request for Mr J Stokes (Services Team Leader)
- approved the use of Mrs R Brown for specified administrative support for a brief period of time to support the work of the clerks

- approved the payment of TOIL accrued by the Town Clerk during the period of time relating to the conducting of two disciplinary proceedings
- began to review the Employee Bonus Scheme, contractual overtime, and pension provisions

F&P committee members noted all the actions taken by the Personnel sub-committee.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
4-23.7	Recommend to Town Council to adopt the draft Fixed Asset Policy	Town Council	Next Town Council meeting
4-23.8	Virement of £12000 from General Reserves be made to cover the associated costs for remedial works as identified in the 2023 Legionella Risk Assessments at the Civic Offices and the Community Hub	Deputy Clerk	As soon as possible
4-23.11	Invite the company whose quote was of most interest to the next F&P meeting	Deputy Clerk	Next F&P committee meeting

The meeting closed at 8pm.