

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE
HELD IN THE MEETING ROOM, CIVIC OFFICES ON
THURSDAY, 19TH SEPTEMBER 2019 AT 19.00

Present: Councillor J Charters (Chairman)

Councillors: N Blanchard C Briggs N Dillon G Edwards P Johnson
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 B Jackling and E Rigby

AGREED Proposed by Cllr Rigby, seconded by Cllr Lee
To accept reasons for absence received from Cllrs Jackling and Rigby.
Unanimous

Apologies for late attendance were received from Cllr Edwards.

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 17TH JULY 2019 BE APPROVED AS A TRUE RECORD OF MINUTES

AGREED Proposed by Cllr Sellars, seconded by Cllr Lee
That the notes of 17th July 2019, be accepted as a true record of minutes.
Unanimous of those in attendance on 17.07.19

4. CHAIRMAN'S ITEMS

The Chairman advised that PKF Littlejohn LLP External Auditors have completed their review of the AGAR for year ended 31 March 2019 for North Hykeham Town Council with no matters arising. The Notice of Audit & Right to Inspect has also been received and published accordingly. Noted.

5. CORRESPONDENCE AND CLERKS ITEMS

a) **Response from Sport England re permission for temporary fencing at Hykeham community Hub:** Confirm that temporary fencing for specific events is acceptable. Where fencing may be required to support the delivery of the event this is acceptable, however, the fencing should be removed soon after the delivery of the event. Noted

b) **Lincolnshire County Council;** Community Hub Revenue Grant Agreement – All financial agreements are now aligned with the financial year and for NHTC this means that the current grant will cease on 19.10.19 and new grant will commence on 20.10.19. The new grant agreement will equate to 163 and pro rata £2301.15

AGREED Proposed by Cllr Roe, seconded by Cllr Little
To recommend to Town Council to accept the new Community Hub – Revenue Grant Agreement commencing 20.10.19.
Unanimous

Finance & Policy Committee
19 September 2019
Signed _____

6. MANAGEMENT ACCOUNTS REVIEW

Members noted that the current I&E Report for end of August 2019 is currently well within budget. The Deputy Clerk was commended by the Chairman and Committee for her work on the accounts, completing the updating and simplification required to reflect the precept and budget of the Council accurately.

7. RESERVES REVIEW

No movement on reserves to report at this meeting.

8. PRECEPT 2020/21

AGREED **Proposed by Cllr Charters, seconded by Cllr Johnson**
That Item 8 be taken under Closed Session in order to include Personnel budgets.
Unanimous

9. CHANGES TO BANK ACCOUNT SIGNATORIES & REVIEW OF BANK ACCOUNTS

Changes to bank account signatories to reflect changes to the Town Council had been actioned and are now current. Noted.

No review of bank accounts had taken place prior to the meeting.

Cllr Dillon entered the meeting at 19.10

10. STANDING ORDERS & FINANCIAL REGULATIONS REVIEW WORKING PARTY UPDATE

The Working Party would meet shortly to review the Standing Orders and Financial Regulations.

11. PROGRESS ON REFURBISHMENT OF CIVIC OFFICES FRONTAGE

Refurbishment of the frontage will commence on 9th October and it is anticipated that the project will be completed by 11th October. The exterior entrance to the offices will then be reviewed.

12. COSTS FOR RENEWAL OF IT SECURITY SERVICES PACKAGE

Alternative specifications and quotations have been received for It Watchguard Security renewal. Members discussed at length whether they considered the existing WatchGuard Firebox Basic Security Bundle sufficient protection to ever evolving threats from spyware, viruses and data breaches or to accept the recommendation from SCS to upgrade to WatchGuard IT Secure Firebox T35 with Total Security MSSP. Following 2 separate counter proposals, with no vote taken an indicative vote on a preferred motion was taken and it was

AGREED **Proposed by Cllr Little, seconded by Cllr Johnson**
To accept the quotation to renew the IT security package with the upgraded WatchGuard IT Secure Firebox T35 with Total Security MSSP for maximum protection.
Unanimous

13. BT – COSTS FOR NEW AGREEMENT FOR PHONE AND BROADBAND PACKAGE

A new contract had been negotiated with BT which will include upgrades to both the telephone apparatus and services and also to the business broadband. It will also include linking to the Community Hub. This is at a substantially reduced contract and lease cost. Following consideration of the new contract package it was

AGREED **Proposed by Cllr Dillon, seconded by Cllr Roe**
To recommend to Town Council that subject to a formal agreement the proposal from BT be accepted to enter a new contract and new

replacement lease with Shire Leasing Company for phones and broadband service.

Unanimous

14. UPDATE AND RATIFICATION FROM BUSINESS SUB COMMITTEE MEETING

No update from the Business Sub Committee.

15. UPDATE AND RATIFICATION FROM PERSONNEL SUB COMMITTEE MEETING

This item will be dealt with under Agenda Item 18.

Councillor Edwards entered the meeting at 19.40

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 Little, seconded by Cllr Dillon

To enter Closed Session of the meeting.

Unanimous

8. PRECEPT 2020/21

17. NOTES OF THE CLOSED SESSION OF THE COMMITTEE MEETING HELD ON 17TH JULY 2019 BE APPROVED AS A TRUE RECORD OF MINUTES

18. PERSONNEL MATTERS

The meeting closed at 20.30

ACTIONS

Action	By whom	By When	Completed
To review bank accounts to spread risk.	Town Clerk	Ongoing	.
To accept the recommended new replacement IT security system	Town Clerk		.Installed 30.9.19
To review Standing Orders.	SO Working Party & Town Clerk & Deputy Clerk	Asap	



