



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 06/22
held on Thursday 17th November 2022 at 7pm

Councillors Present: N Blanchard (Chair), G Killingsworth, W Lee, V Mays, SP Roe, K Sampson

In Attendance: Mrs M Parker – Town Clerk

06-22.1 Apologies for absence and acceptance of reasons given

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

06-22.2 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.

06-22.3 Notes of the Finance & Policy Committee meeting held on 20th October 2022 be approved as Minutes

It was **RESOLVED** to accept the Notes of the Finance and Policy Committee meeting held on 20th October 2022 as a true record of Minutes and were signed accordingly.

06-22.4 Chair's Items

The Chair had no items to raise.

06-22.5 Correspondence and Clerk's Items

The Clerk had no correspondence to present. She confirmed that the Employers' Pay Offer for Local Government employees for 2022/23 has been agreed as: -

- a flat rate payment of £1,925 on each scale point with effect from 1 April 2022
- the National Joint Council (NJC) had agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.

The Clerk advised that, in line with employees' contracts, the salary change would be implemented immediately, and the Annual Leave entitlement would be changed from 1st April 2023.

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

Item No:	Action	Updates
05-22.7	Publish Allotment fees for 2023	Completed 21.10.22
05-22.9	Further review of the Community Engagement Policy by Community Committee	Completed 01.11.22
05-22.10	Provide updated draft precepts to all committees	Completed 25.10.22

05-22.11	Take out new 5-year contract for photocopier rental	Completed 25.10.22
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06-22.6 Management of Accounts, including the review of the Council’s bank accounts

Members reviewed and noted the latest set of Income and Expenditure details. A summary of bank accounts available to the Town Council, along with current interest rates, was discussed. It was felt that most accounts were offering comparable rates but that there was scope to increase the interest currently being earned on the Virgin Money 3-month term deposit account.

It was **RESOLVED** to move monies held in a Virgin Money 3-month term deposit account be moved to a Virgin Money 95-day notice account.

06-22.7 Receipt of the Internal Audit interim report for 2022/23

Members received the latest Internal Audit interim report as well as the Internal Audit check and risk matrix, which had been completed on 8th November, covering the period 1st April 2022 – 31st October 2022. Members noted the report as a very positive and detailed report and gave thanks to the Town Clerk and Deputy Clerk for all their hard work.

06-22.8 Consideration of the renewal quote for the unmetered supply of electricity contract (street lighting)

The Town Council owns 280 streetlights which operate on an unmetered supply through a sole provider (N-power). The current fixed rate contract is due to expire in April 2023 and quotes for an 11-month contract and a 34-month contract had been received, to run from April 2023. Members considered, given the current economic crisis, whether to accept either quote quotation now or whether to wait a couple of months and request a quote nearer to the renewal date.

It was **RESOLVED** to obtain new quotes in December to compare price differences, before deciding whether to proceed or defer the decision again until February 2023.

06-22.9 Precept planning for the financial year 2023/2024

Members considered the latest draft precept plans, covering all committees and the overall view for the Council. It was noted that committees would be submitting their final precept considerations in December and therefore no resolution was required at this time.

06-22.10 Review of Hire Price list in relation to fees for traders at the Community Hub car park

F&P had received representation from traders that the increased prices to £50 for traders to use the car park at the Community Hub was no longer competitive when compared with the likes of stalls at Lincoln market hall which were reported to be around £18 a day. For consideration to reduce the costs of trader prices for the use of Community Hub car park.

It was **RESOLVED** to reduce the charge for traders using the Community Hub Car Park to £25.

06-22.11 Updates on a new Website for the Town Council from the working group

Cllr Blanchard advised that there were no updates from the group as he had yet to arrange a group meeting.

06-22.12 Review of the Safeguarding Policy – consideration of recommendations from the working group

Cllrs Little and Blanchard had reviewed the Safeguarding policy and produced a new draft document for consideration. The content was discussed by Members, and it was agreed that the role of Safeguarding Officer for the Council should be a paid employee - as the Proper Officer the role of Town Clerk would be identified as the Safeguarding Officer.

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

06-22.13 Development of a Memorials Policy – consideration of recommendations from the working group

Cllr Killingsworth presented options to consider with regards to memorial benches, which would form part of the new Memorials Policy that he and Cllr Blanchard would continue to develop.

It was **RESOLVED** that the Council should allow memorial benches but that it would decide where the benches could be installed; options as to which benches could be purchased would be determined by the Council and only installed on the proviso that benches would be donated to the town.

06-22.14 Review of the Retention Policy – consideration of recommendations from the Town Clerk

Members considered the reviewed policy documentation, as presented by the Town Clerk.

It was **RESOLVED** to present the revised policy at the next town council meeting for adoption.

06-22.15 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 item

It was **RESOLVED** that the committee move into Closed Session to discuss the following confidential items.

06-22.16 Consideration of renewal of the Council’s broadband and telephone contracts

Members consider 4 quotes for a new dedicated broadband and telephone contract.

It was **RESOLVED** to accept the quote from BT to take a 5-year contract for dedicated broadband and Cloud voice system.

06-22.17 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee – standing item

Cllr Blanchard updated members on the decisions made by the Personnel sub-committee at its latest meeting: -

- Award a new cleaning contract to a supplier to cover the cleaning of the Community Hub and the Civic Offices, after the ceasing of a previous contract
- Confirmation of the pay award and the inclusion into the precept plans for 2023/24

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
06-22.06	Arrange to move monies held in a Virgin Money 3-month term deposit account to a Virgin Money 95-day notice account	Deputy Clerk	31 st December 2022
06-22.08	Obtain new quotes for unmetered electricity to supply to street lighting for consideration at December’s F&P committee meeting	Deputy Clerk	8 th December 2022

06-22.10	Amend the Hire Price list to shoe reduced charge for traders using the Community Hub Car Park to £25	Deputy Clerk	30 th November 2022
06-22.12	To adopt the draft Safeguarding Policy	Town Council	24 th November 2022
06-22.13	Continue to develop the Memorials Policy	Cllrs Killingsworth and Blanchard	Ongoing
06-22.14	To adopt the draft GDPR Records Retention Policy	Town Council	24 th November 2022
06-22.16	Accept the quote from BT to take a 5-year contract for dedicated broadband and Cloud voice system	Town Clerk	30 th November 2022

The meeting closed at 8.20pm.