

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 28 SEPTEMBER 2017 AT 18.00 IN THE CIVIC OFFICES, FEN LANE

Present: Councillor J Charters (Chairman)
Councillors: N Dillon W Lee M Reynolds E Rigby P Roe
S Roe B Sellars S Barker-Milan (joined the meeting at 18:15)

In Attendance Mrs D Locker – Committee Clerk

The Meeting opened at 18.00

1. ACCEPTANCE OF APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Little, Councillor Briggs, Cllr Sahunta.

RESOLVED **Proposed by Councillor Rigby, seconded by Councillor Lee**
To accept apologies of absence received and the reasons given.
Unanimous

2. TO RECEIVE DECLARATION OF INTEREST UNDER THE LOCALISM ACT 2011

None received at this point.

3. TO APPROVE THE NOTES OF THE MEETINGS HELD ON: 20 JULY 2017 AND 24 AUGUST 2017

RESOLVED **Proposed by Councillor S Roe, seconded by Councillor Sellars**
That the minutes dated 20 July 2017 be approved as a true record.
Unanimous (by those present at the meeting on 20 July 2017)

RESOLVED **Proposed by Councillor Rigby, seconded by Councillor Lee**
That the minutes dated 24 August 2017 be approved as a true record.
Unanimous (by those present at the meeting on 24 August 2017)

4. ACCOUNTS

The Chairman reported that the Council's budget is currently in a healthy position and, whilst some adjustments are required, several budget areas are underspent; this includes the salaries budget due to the Town Clerk post being vacant. The accounts will be sent out to Committee members, once adjustments have been finalised and be presented to the next Finance and Policy meeting.

5. RATIFICATION OF DECISION ON USE OF SUPERVISORY STAFF FOR EVENTS

The Chairman confirmed that, in response to limited availability of Council Clerks, the Mayor (Councillor Little), the Deputy Mayor (Councillor Barker-Milan) and Councillor Lee had agreed to a variance to the current Events Policy to enable Service Staff to attend and provide supervision at events.

RESOLVED **Proposed by Councillor Rigby and seconded by Councillor Dillon**
That the decision to vary the current Events Policy to allow the Council Service Staff to attend and supervise at events, be ratified.
Unanimous

6. & 7. EVENTS POLICY CHANGE

The Chairman advised of proposed amendments to section 3.3 of the Events Policy and for it to be changed to read:

“All internal events will be exclusively organised by one of the Council Clerks. The event will be managed on the day(s) by Council Clerks or supervisory staff. An organiser or manager of the event will not be a NHTC Councillor”

RESOLVED **Proposed by Councillor S Roe and seconded by Councillor N Dillon**
To adopt the policy changes and these changes be taken to full council.
Unanimous

Councillor S Barker-Milan joined the meeting at 18:15

8. BUSINESS SUB COMMITTEE MINUTES 2 AUGUST 2017 & 5 SEPTEMBER 2017

The sub committee meeting minutes dated 2 August 2017 and 5 September 2017 were considered. Councillor Rigby advised that 95% of the sports England grant has been drawn down and the remaining 5% will be available for release, once the pre-school complete an agreement. A new Venue Hire price list and Premises and Facilities Hire request agreement form have been developed and are available for use.

9. APPOINTMENT OF ADDITIONAL MEMBERS TO BUSINESS SUB COMMITTEE

Councillor Dillon expressed an interest in being appointed to the Business Sub Committee.

RESOLVED **Proposed by Councillor Charters and seconded by Councillor S Roe**
That Councillor Dillon be appointed to the Business Sub Committee
Unanimous

10. LIBRARY TRANSFER & HUB COMMISSIONING SUB COMMITTEE MINUTES – 6.9.17 & 13.9.17 & 20.9.17 & RATIFICATION OF COSTS INCURRED AS REQUIRED

The Chairman advised that the Hub is almost commissioned, the computers have been installed and the Fire Risk Assessment has been completed. Some final preparations remain outstanding to include: provision of desk and installation of Library IT systems. The current library closes 30/9/17 and the books will be moved to the Hub on completion of final preparations to the Hub. The expenditure costs associated with this sub-committee are within budget allocation set at £15,000.

RESOLVED **Proposed by Councillor Rigby and seconded by Councillor Reynolds**
Expenditure incurred, within budget allocation be ratified.
Unanimous

11. ADDITIONAL IT REQUIRED FOR CIVIC OFFICES

The Chairman advised that some of the IT, at Fen Lane is out of date and not fit for purpose. The Council has a £10K IT budget and will utilise this to cover replacement costs.

12. STANDING ORDERS & FINANCIAL REGULATIONS ANNUAL REVIEW

This item is to be deferred until such time as the new Town Clerk is in post.

13. SECTION 106 AGREEMENTS - PROPOSALS

It was discussed that approx. £16K of the S106 allocation is still available for use, from the Lindum site and consideration be given for its use for sports facilities, at the Hub.

The District Council has also contacted the Council to advise that further S106 monies (£27K approx.) relating to a site within South Hykeham is available for allocation.

Councillor S Roe confirmed that South Hykeham Parish Council (SHPC) would seek to utilise this allocation for a project, already identified, that spans the SHPC and North Hykeham boundaries.

Proposed by Councillor Rigby and seconded by Councillor S Roe

RESOLVED The Council earmark the remaining £16K from S106 monies for use at the Hub AND not apply for S106 funding from development in the South Hykeham Parish area.
Unanimous

14. GRANT THORNTON AUDIT – 2016/17

The Chairman confirmed that the Council's external audit has been signed off and certified as complete. However, this year Grant Thornton, had sought a significant quantity of additional information, associated with the Hub; this resulted in a considerable delay in completion of the audit, compared with previous years.

15. ADOPTION OF THE DRAFT COUNCILLOR VACANCY (CO-OPTION) POLICY

Proposal 1 by Councillor Rigby and seconded by Councillor Dillon – to accept the policy and forward to tonight's Town Council meeting.

An Amended Proposal by Councillor S Roe was received and seconded by Councillor Reynolds - to accept the policy but for it not be sent to tonight's Town Council but to the following meeting in October 2017 - was put to vote first. **3 For and 6 Against**

Proposal 1 by Councillor Rigby and seconded by Councillor Dillon – was put to vote

RESOLVED To accept the policy and forward to tonight's Town Council meeting
Majority of 7 For and 2 Against proposal 1

16. TO RESOLVE ON WHETHER TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR THE FOLLOWING PERSONNEL MATTER

Proposed by Councillor Rigby and seconded by Councillor S Roe

RESOLVED That detailed discussion associated with item 17 on the agenda, be moved to tonight's Town Council meeting for consideration, at Chair's announcements.
Unanimous

17. TOWN CLERK INTERVIEWS

Members of the Personnel Committee present discussed that a great deal of time and effort has been required from them in the period leading up to the Town Clerk Interviews and consideration may need to be given to appointing additional members to this Committee, to share the workload.

Proposed by Councillor S Roe and Councillor Rigby

RESOLVED Seek confirmation from any member of the Personnel Committee, not present, that they wish to continue serving on this Committee.

Majority For the proposal 5; Against 1; Abstentions 3.

ACTION Clerk to contact Councillors to discuss their ongoing committee to the Personnel Committee

The meeting closed at 19.00