

THE MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 25TH MAY 2017 AT 19.05 IN THE CIVIC OFFICES, FEN LANE

Present: Councillor J Charters (Chairman)
Councillors: C Briggs N Dillon F W Lee P J Roe
 S Roe V Sahunta B Sellars S Spencer

Mrs S Green – Committee Clerk

1. ELECTION OF VICE CHAIRMAN

Councillor Charters proposed Councillor S Roe, Councillor Sahunta proposed Councillor Dillon, seconded by Councillor Sellars. At this point, Councillor S Roe withdrew his nomination and it was

AGREED **Proposed by Councillor Sahunta, seconded by Councillor Sellars**
 That Councillor Dillon be duly elected Vice Chairman
 Unanimous

2. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Councillor Rigby(personal), Councillor Reynolds(personal) Councillor Little(personal)

AGREED **Proposed by Councillor Spencer, seconded by Councillor P Roe**
 To accept the apologies of Councillors Rigby, Reynolds and Little
 Unanimous

3. DECLARATION OF INTEREST

None at this point.

4. CHAIRMAN’S REPORT

The Chairman advised that all Members are aware of current staffing shortages and that this will be exacerbated by staff taking their annual leave. The office staff were commended for their assistance and their willingness to undertake extra work during office shortages. One member suggested that an apprenticeship be considered, and this would be looked at when a full staffing compliment is regained and time permits.

5. APPROVAL OF MINUTES DATED 11TH MAY 2017

AGREED **Proposed by Councillor S Roe, seconded by Councillor Sahunta**
 That the minutes dated 11th May 2017 be approved as a true record.
 Unanimous of those present at the meeting on 11th May 2017

6. ACCOUNTS

a) End of Year Accounts April 2016/17

The accounts as presented were noted. It was noted that some standalone areas have gone over budget. The Chairman advised that accounts will fully reconcile following financial year end and new Committee Precept. The statutory accounts are the year-end accounts and anomalies occur in the reporting of projects that run over financial years.

b) Finance Report on Hykeham Community Hub – payments made to date on certificates and all other payments

All Members had received a list of payments to date. The Hub is now near completion and with the exception of £5000 that has been put back into the budget to install a kitchen the project has remained within budget. The surplus soil has been dealt with and the field will be re-seeded in September. Provision of perimeter fencing is being investigated by the Estates & Operations Committee. The Chairman and Councillor Rigby had attended a further meeting with the proprietor of the Pre-School and we are awaiting any further requirements or conditions she may have to meet with Ofsted.

c) Bank Account balances per bank account and review of Banking Arrangements

All Members had received copies of the current bank account balances held.

AGREED **Proposed by Councillor Charters, seconded by Councillor Lee**
That the Chairman and Deputy Clerk be given permission to review the current Town Council bank accounts to ensure that all monies held are covered by the Government Guarantee Scheme.
Unanimous

7. PROPOSAL TO DELEGATE THE HYKLEHAM COMMUNITY HUB CONSTRUCTION RESPONSIBILITY FROM FINANCE & POLICY TO THE PLANNING COMMITTEE

It was agreed at this point to request, that for continuity purposes, Finance & Policy Committee refer this project back to the Planning Committee until its completion.

AGREED **Proposed by Councillor Charters, seconded by Councillor Dillon**
That for the purposes of continuity Finance & Policy Committee refer this project back to the Planning Committee until its completion.
Unanimous

8. CREATION OF BUSINESS SUB-COMMITTEE (TO REPLACE EXTERNAL SERVICES COMMITTEE) & APPOINTMENT OF CHAIRMAN OF BUSINESS COMMITTEE

Following discussion, it was agreed that all Town Councillors be offered the opportunity to serve on the Business Sub Committee.

Councillor Dillon proposed Councillor Sahunta as Chairman of the Business Sub Committee, seconded by Councillor Sellars. Councillor Charters proposed Councillor S Roe, seconded by Councillor Roe. At this point, Councillor Sahunta withdrew and it was

AGREED **Proposed by Councillor Charters, seconded by Councillor Roe**
That Councillor S Roe be duly elected Chairman of the Business Sub Committee.
Unanimous

Councillor Sahunta proposed Councillor Sellars for Vice Chairman, Councillor Sellars declined the nomination. Councillor Sahunta proposed Councillor Briggs for Vice Chairman, seconded by Councillor Sellars

AGREED **Proposed by Councillor Sahunta, seconded by Councillor Sellars**
That Councillor Briggs be duly elected Vice Chairman of the Business Sub Committee.
Unanimous

9. FORMATION OF NEW WORKING PARTY TO REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS

It was agreed that all Town Councillors be offered the opportunity to serve on the Standing Orders & Financial Regulations Review Working Party. Councillor Charters to serve as Chairman.

AGREED **Proposed by Councillor Charters, seconded by Councillor S Roe**
That Councillor Dillon act as Vice Chairman of the Working Party and Councillor Lee serve on the Working Party
Unanimous

10. NEW IT IMPLEMENTATION

a) Update for File Server and email and cost report to date

All Members had received a copy of list of invoices paid to date to SCS. Further IT work will be necessary to ensure the smooth running of systems.

b) Laptop update and information re: other equipment – tablets, phones for email and information

All Town Council laptops and IT equipment used by Members to access Town Council emails and information can be brought to the Offices on the 9th when an IT technician will be in attendance.

c) Website progress to date and the private Members area

Report will be given at next meeting.

11. RENEWAL OF INSURANCE

Due to time constraints, it had not been possible to obtain 3 quotations for the meeting and it was recommended by the Town Clerk and Deputy Clerk that the Town Council Insurance be renewed for a period of one year with our current insurers, Zurich, who had submitted a quotation in line with other companies offering discounted rates. Several Members requested that 3 quotations be obtained to be considered at a further Finance & Policy Committee Meeting to be called for 1.6.17.

12. PROGRESS ON PROPOSAL TO CHANGE AGENDA FORMAT TO INCLUDE DECISIONS COMPLETED FROM LAST MINUTES AND THOSE OUTSTANDING TO BE CARRIED FORWARD IN THE NEXT MINUTES

AGREED **Proposed by Councillor Dillon, seconded by Councillor S Roe**
That this Item be left in abeyance at present.
Unanimous

13. PROGRESS ON PROPOSAL TO CHANGE MINUTES FORMAT TO INCLUDE DECISION COLUMN WITH DATE AND RESPONSIBILITY

AGREED **Proposed by Councillor Dillon, seconded by Councillor S Roe**
That this Item be left in abeyance at present.
Unanimous

14. DISCUSSION ON RECORDED ADVICE TO TOWN CLERK FOR FUTURE AGENDAS

Proposed by Councillor Dillon, seconded by Councillor S Roe
That this Item be left in abeyance at present.
Unanimous

AGREED

15. RECOMMENDATION TO ADOPT A S106 OPEN SPACE AT FOUNDRY SITE IN NORTH HYKEHAM (PERSIMMON HOMES)

Following discussion and clarification on the exact site of the land and that the S106 included the provision of maintenance funding for approximately 10years it was

Proposed by Councillor S Roe, seconded by Councillor Charters
That the Town Council express an interest to Lincolnshire County Council and North Kesteven District Council in investigating taking ownership of the land opposite the old foundry site off Station Road.
8 for: 1 against

AGREED

16. TO RESOLVE ON WHETHER THE COUNCIL WILL MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION FOR MEETINGS) ACT 1960 AS AMENDED BY SECTION 100 OF THE LOCAL GOVERNMENT ACT 1972 FOR THE FOLLOWING PERSONNEL & TENDER MATTERS

Proposed by Councillor Charters, seconded by Councillor Lee
To accept the entry into closed session
Unanimous

AGREED

17. UPDATE ON PERSONNEL MATTERS

Includes the provision of refreshments for staff and Members. The balance of the composition of the Personnel Committee was discussed and would be taken into account when new Members are elected.

Meeting closed at 20.15