

THE MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 8th FEBRUARY 2018 AT 19.00 IN THE CIVIC OFFICES, FEN LANE

Present: Councillor J Charters (Chairman)
Councillors: C Briggs W Lee P Roe S Roe
 S Barker-Milan B Sellars M Reynolds P Johnson

Mrs E Preece – Town Clerk

1. ACCEPTANCE OF APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Dillon (personal), Councillor Little and Councillor Rigby.

AGREED **Proposed by Councillor Reynolds, seconded by Councillor Johnson**
To accept the apologies of absence of those listed above and the reasons given.
Unanimous

2. DECLARATION OF INTEREST

None at this point.

3. APPROVAL OF COMMITTEE MINUTES DATED 11th January 2018

AGREED **Proposed by Councillor S Roe, seconded by Councillor Lee**
That the minutes dated 11th January 2018 be approved as a true record.
Unanimous of those present at meeting on Thursday 11th January 2018

4. TOWN CLERK ITEMS

The Town Clerk took the opportunity to inform the Committee members of the outcome of some of the actions from the Business Sub Committee. Namely:

Outstanding invoice to NHS – has been issued.

Fake Festivals – have agreed to pay £750 plus refundable £250 bond for their event on Witham Fields.

Hykeham Tigers Tournament – offered them a reduced rate of hire of £890. Awaiting a reply.

Thompson Fun Fair – offered and accepted Village Green hire rate of £525 plus electricity charges and refundable £200 bond for Easter event.

5. ACCOUNTS I&E

The Chair announced that a full analysis report would be completed for this financial year in preparation for the end of year.

6. CCTV AND ENTRANCE AT CIVIC OFFICES UPGRADE

This is an ongoing agenda item which has grown in concept from the original quotes obtained. There is a requirement to review the specification of the work agreed and obtain 3 quotes surrounding the enhanced specification in line with the delegated expenditure of £3,000 at the previous F & P Committee meeting. At this stage the search for a suitable contractor will need to be extended to possibly include shop fitters since the original work was on a smaller scale.

7. SECTION 137 SPENDING POLICY AND REVIEW

This is an ongoing review.

8. COUNCILLORS AND MAYORAL EXPENSES REVIEW AND POLICY

The Committee discussed the DRAFT Expenses and Allowances Policy v5. The Chairman felt that this was a comprehensive policy taking into consideration the differences between expenses and allowances. The policy acknowledged that whilst there is no agreement for the Council to pay the Mayor Allowance that any such requests would need to be signed off by the power under the remit of the F&P Committee. This would require the establishment of a panel to review the requests in order to ensure transparency. It was also noted that there is a budgetary allowance of £1,000 in the precept for the Mayors Allowance.

Whilst the Committee accepted that there are legal requirements surrounding the HMRC taxation and the requirement of payment of allowances to be transparent they felt in order to ensure this transparency that the Town Council should be the authorising Committee as opposed to Finance and Policy.

AGREED **Proposed by Councillor S Roe, seconded by Councillor Briggs**
To submit the Councillors and Mayoral Expenses policy (with amendment above) for sign off at the next Town Council meeting.
Unanimous

9. STANDING ORDERS REVIEW OF COMMITTEE RESPONSIBILITES

The Committee discussed agenda items 9 and 10 together. It was agreed at the last Planning Committee meeting with South Hykeham Parish Council members to adopt the SHPC standing orders for the purpose of the joint Planning Committee meetings – Hykeham Planning Committee (HPC). It was felt that since our Standing Orders were in need of review that it would be more appropriate to adopt SHPC standing orders.

The Committee discussed SHPC standing orders and agreed to adopt standing orders:
1. *Rules of debate at meetings* – section q not required (A point of order shall be decided by the chairman of the meeting and his decision shall be final).
2. *Disorderly conduct at meetings*
3. *Meetings generally*
10. *Motions at a meeting that do not require written notice*
11. *Handling confidential or sensitive information*
12. *Draft minutes*

AGREED **Proposed by Councillor Charters, seconded by Councillor P Johnson**
To recommend that the SHPC standing orders noted above be recommended to Town Council for adoption for the purposes of the Hykeham Planning Committee meetings.
Unanimous

10. MEMBERSHIP OF BUSINESS SUB COMMITTEE

AGREED **Proposed by Councillor P Roe, seconded by Councillor S Roe**
That Councillor Reynolds becomes a member of the Business Sub Committee.
Unanimous

11. PUBLICATION OF UNAPPROVED MINUTES

The Chairman explained the background to this agenda item being that draft minutes had been disseminated publicly on face book by a Councillor. The Committee discussed whether it was

appropriate to publish unapproved minutes or whether it was more appropriate to wait until they had been approved. Some Councillors felt that whilst there was a need to remain current and transparent that the frequency of the Committee meetings was timely enough to wait until approval.

AGREED **Proposed by Councillor Johnson, seconded by Councillor Reynolds**
 To recommend to Town Council that the minutes of meetings be approved before by the relevant Committee before publishing.
9 for; 1 against

12. COMMITTEE MINUTES FORMAT

The Chairman informed the Committee, for those new or unaware members, that for sometime the Councillors felt unconfident that all the actions from the meetings were completed as there was no consistent method of tracking the actions and therefore a lack of clarity surrounding the progress made, if any.

The Chairman asked the Committee to decide on which format presented they preferred in order to review the actions from meetings.

AGREED **Proposed by Councillor Charters, seconded by Councillor S Roe**
 To trail the actions template A before recommending to the Town Council for adoption.
Unanimous

13. EVENT CHARITY MONEY 2016

The income from the 2016 events bucket collection came to a total of £462.98 (Hykeham Celebration £134.23; Village Green events £292.42 and Nativity £36.33). The named charities for that year were North Hykeham Scouts, Butterflies and the Mayoral choice of Precious Memories. The money collected from the events was banked and recorded however was not distributed to the agreed organisations. The funding therefore went into general reserves at the year end.

The Committee agreed that this was a commitment made by the Town Council in 2016 and we must honour the decision albeit in this financial year.

AGREED **Proposed by Councillor S Roe, seconded by Councillor Briggs**
 To recommend to Town Council to paid the nominated and approved organisations one third of the funding collected from 2016 events out of general reserves.
Unanimous

Meeting went into closed session at 19.42

Meeting closed at 19:49

ACTIONS

Action	By whom	By When	Completed
CCTV Civic Office upgrade	Town Clerk	End of financial year	Tenders have been received – on agenda

To review section 137 Policy containing all the legal requirements and best practices before the end of the current financial year.	Town Council office	End of financial year/ first quarter new financial year	On agenda for next F & P meeting to be signed off
Amend Expenses and Allowance policy in line with feedback	Town Clerk	Next F & P Committee meeting – Thursday 8 th February 2018	Completed to be taken to the next TC meeting
To review Standing Orders	Town Clerk	End of financial year/ first quarter new financial year	Outstanding
To recommend that the current responsibilities and duties of the Committees (with the exception of Planning Committee) remain the same	F & P Committee	Agenda item TC Thursday 5 th April 2018	Completed on TC agenda
To recommend Percept 2018/2019 to Town Council	F & P Committee	Next TC meeting – Thursday 18 th January 2018	Completed and approved