

THE MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 11th JANUARY 2018 AT 19.00 IN THE CIVIC OFFICES, FEN LANE

Present: Councillor J Charters (Chairman)

Councillors: C Briggs W Lee P Roe S Roe E Rigby
 S Barker-Milan

Mrs E Preece – Town Clerk

1. ACCEPTANCE OF APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Dillon (personal), Councillor Little (personal), Councillor Sellars (personal), Councillor Reynolds (personal) and Councillor Mrs Whittaker (other commitment).

Proposed by Councillor Rigby, seconded by Councillor Charters

AGREED

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 14th DECEMBER 2017

Proposed by Councillor S Roe, seconded by Councillor W Lee

AGREED

That the minutes dated 14th December 2017 be approved as a true record.

Unanimous of those present at meeting on Thursday 14th December 2017

4. ACCOUNTS I&E

The up to date Income & Expenditure Report was circulated and the Chair summarised with an estimated circa £20,000 to £30,000 surplus/underspend for this financial year. The Committee discussed whether this was accumulated income or expenditure underspent, the Chair explained that the predicted carry forward was from income that was not accounted for within the precept. Income generated from the hire of facilities is not guaranteed and therefore is not included within the precept.

The Income and Expenditure Report was noted by Members as in line with the forecasted budget.

5. CCTV CIVIC OFFICES UPGRADE

A 3rd quote is required of which we have already received 2 quotations. The Chairman asked the Committee if they wished to utilise the current CCTV system, which is a good system, and convert the signalling to digital or if their preference would be to replace all the existing cameras with digital and the associated cabling. The first option would cost approximately £1,000 whereas the second option would cost approximately £2,500 with the replacement of the cabling to digital being the main cost. The Councillors discussed the need for the CCTV and the current system and its capability including night vision of which the Chairman informed them that it is a good system. The benefit of upgrading the complete system at this time is that it would be a completely digital system. The Chairman confirmed that the Fen Lane improvements budget would be sufficient to absorb the cost for option 2 and discussed the possibility of the live CCTV feed being monitored by our current security company.

AGREED

Proposed by Councillor Rigby and seconded by Councillor S Roe
To delegate the responsibility of the CCTV Civic Office Upgrade to the Town Clerk with a maximum budget of £3,000.
Unanimous

6. SECTION 137 SPENDING POLICY AND REVIEW

In order to formulate a new updated policy, it was

AGREED

Proposed by Councillor Charters, seconded by Councillor S Roe
Office to produce a working document on Section 137 Policy containing all the legal requirements and best practices before the end of the current financial year.
Unanimous

7. COUNCILLORS AND MAYORAL EXPENSES REVIEW AND POLICY

The Committee discussed the DRAFT Expenses and Allowances Policy. In the main they thought it was a comprehensive document however wanted approval of expenses procedure to be clear within the policy.

AGREED

Proposed by Councillor Rigby, seconded by Councillor S Roe
To submit an amended policy for sign off at the next Finance and Policy Committee meeting.
Unanimous

8. STANDING ORDERS REVIEW OF COMMITTEE RESPONSIBILITIES

The Committee discussed the need for a review of the Standing Orders of which they agreed needed a full review. They also discussed if there was a requirement to review and amend the Committee responsibilities and structures of which, with the exception of the Planning Committee and the inclusion of South Hykeham Parish Council, will not change.

AGREED

Proposed by Councillor Charters, seconded by Councillor Rigby
That a full review of Standing Orders is required and not to change the duties and responsibilities of the Committees with the exception of Planning Committee.
Unanimous

9. PRECEPT PROPOSALS FOR 2018/2019 (Version 6)

The Chairman informed the Committee that the previous version (Version 5) did not include the North Kesteven District Council increase of 2.64% in council tax and the subsequent grant decrease of £3,241. Although the percentage change on the year was a 7% increase with the adoption of above this represented a 5.1% increase on the precept. He continued that the only mentionable changes to the Finance and Policy budget was the increase of 6% on the payroll total to cover any NJC related increases and the additional £5,000 to the Fen Lane Improvements project.

The Councillors discussed the Estates and Operations budget and the changes of which the Chairman informed them that in the previous year the uncertainty of the Hub had caused some discrepancies and that we are still within the 12-month snagging period and the need to ensure that issues like the heating are addressed as a matter of urgency. As for the Community budget the

decrease is due to changing of the street lighting bulbs to more efficient ones and the slight reduction in operating times.

AGREED

Proposed by Councillor Charters, seconded by Councillor S Roe
To recommend that the proposed Precept 2018/2019 to be adopted by
Town Council.
Unanimous

Meeting closed at 19.40