



*Committed to Improving the Quality of Life in North Hykeham'*

# North Hykeham Town Council

Town Clerk: Mrs M Parker  
Civic Offices, Fen Lane, North Hykeham, Lincoln LN6 8UZ  
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16<sup>th</sup> April 2025

Dear Councillor,

You are summoned to a meeting of the Finance & Policy Committee to be held in the Council Chambers, Civic Offices Fen Lane on Thursday 24<sup>th</sup> April 2025 at 7pm, at which the under mentioned business will be transacted.

***Prior to the commencement of the meeting a public forum will be held from 7.00pm for a maximum of 15 minutes where members of the public may ask questions or make short statements to the Council.***

Yours faithfully

***M Parker***

Mrs M Parker

Town Clerk to the Council

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## AGENDA

1. Apologies for absence and acceptance of reasons given to the Clerk in advance of the meeting.
2. Receipt of any Declaration of Members' Interests under the Localism Act 2011
3. Notes of the Finance & Policy Committee meeting held on 20<sup>th</sup> February 2025 to be approved as Minutes
4. Chair's Items
5. Correspondence and Clerk's items
6. Financial Matters:
  - approval of schedule of payments
  - formally resolve upon the allocation of £3000 from General Reserves to cover additional costs for the management of the cemetery as agreed by the use of Standing Order 26 (Emergency Powers)
  - review of Earmarked Reserves (EMRs)
7. Receive the end of year Internal Audit report for 2024-25 and consider any findings and recommendations
8. Preparation of the council's Annual Governance Accounting Return (AGAR) for the financial year 2024-25
9. Review of the following items, in preparation of the council's Annual General Meeting (8<sup>th</sup> May 2025)
  - Standing Orders
  - Financial Regulations
  - Code of Conduct
  - Council's Direct Debits and regular payments register
10. Review of Allotment Fees for Jan-Dec 2026
11. Review of the town council's 2024/2025 Fixed Asset Register and Tools Asset Register, including the formal approval of additions and deductions during the financial year.
12. To consider a proposal that the Finance and Policy Committee suspends Standing Orders (for this agenda item only) to reconsider the Exclusive Rights of Burial refund policy - Cllr SP Roe

13. Review of the following policies:
  - Health and Safety Policy
  - Expenses and Allowances Policy
  - Flexible Working Policy (as reviewed by the Personnel sub-committee)
  - Events Policy (as reviewed by the Community and Planning committee)
14. Development of additional GDPR documentation – consideration to create the following:
  - Data Management protocol
  - IT security Policy
  - IT acceptable use policy
  - Audit data policy
15. Consider the new draft Neonatal Care Leave Policy, as prepared by the Personnel sub-committee
16. Development of the committee's 5-year plan- standing item
17. **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 agenda items:**
18. Consideration of quotations for the subscription to access the Asset register and Purchase Order modules of the council's current accounting software, as recommended by the Internal Auditor.
19. Consideration to place town councillors' email accounts onto personal devices, using a dedicated IT process
20. Consideration of a request for compensation in relation to changes in the acceptance of full (coffin) burials in North Hykeham Cemetery.
21. Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee – standing item