



Committed to Improving the Quality of Life in North Hykeham'

North Hykeham Town Council

Town Clerk: Mrs M Parker

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13th June 2025

Notice is hereby given that a meeting of the Finance & Policy Committee to be held in the Council Chambers, Civic Offices Fen Lane on Thursday 19th June 2025 at 7pm, at which the under mentioned business will be transacted.

Prior to the commencement of the meeting, in accordance with the Public Bodies (Admissions to meetings) Act 1960, 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

AGENDA

1. Apologies for absence and acceptance of reasons given to the Clerk in advance of the meeting.
2. Election of a Vice-Chair for the Finance and Policy committee for the financial year 2025-2026.
3. Receipt of any Declaration of Members' Interests under the Localism Act 2011
4. Notes of the Finance & Policy Committee meeting held on 24th April 2025 to be approved as Minutes
5. Chair's Items
6. Correspondence and Clerk's items
7. Financial Matters:
 - approval of schedule of payments 1-31 May 2025
 - review of budgets v actual spend
8. Consideration to purchase the Fathoms Analytics to support the development of the council's new website.
9. Consider a request from Estates and Operations committee for £3200 to be transferred from General Reserves to budget 4121 321 (Street Furniture) to allow for the commencement of a rolling programme to replace concrete bins around North Hykeham.
10. Review of the following policies
 - Risk Management Policy
 - GDPR - Privacy Statement
11. Consideration to engage the services of Breakthrough Communications to provide the Local Council Data Protection Compliance Kit to prepare the council for the 2025/26 Audit
12. Development and review of the following GDPR documentation:
 - Digital Information Systems Security Policy
 - Acceptable Use policy
 - Subject Access Request form

13. Consideration of a Playground Risk Management Policy, as presented from Estates and Operations committee.
14. Development of the committee's 5-year plan- standing item
15. **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:**
16. Consideration of a quote for additional IT services to allow councillors to receive council emails on personal mobile phones.
17. Consideration of quotation for subscription to the Purchase Order modules of the council's current accounting software, as recommended by the Internal Auditor.
18. To receive the annual review quote from BT for broadband services and consider whether to make any changes to the current contract
19. To consider a quote for new meeting room furniture for the Civic Office Chambers
20. Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee – standing item