



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 01/25
held on Thursday 19th June 2025 at 7pm

Councillors Present: N Blanchard (Chair), A Cruickshanks, R Johnston, G Killingsworth, A Marshall, SP Roe, K Sampson

In Attendance: Mrs M Parker – Town Clerk

- 1-25.1 Apologies for absence and acceptance of reasons given to the Clerk in advance of the meeting**
Apologies and reasons for absence were presented for Cllrs Briggs, Holt, Lee and Lofts, Nnamdi.

It was **RESOLVED** to accept all apologies and reasons for absence.

- 1-25.2 Election of a Vice-Chair for the Finance and Policy committee for the financial year 2025-2026**
Cllr Roe was nominated to continue as Vice-Chair of the Finance and Policy Committee.

It was **RESOLVED** that Cllr SP Roe would continue as Vice-Chair of the Finance and Policy Committee for the financial year 2025-2026.

- 1-25.3 Receipt of any Declaration of Members' Interests under the Localism Act 2011**
No Declarations of Interest were made.

- 1-25.4 Notes of the Finance & Policy Committee meeting held on 24th April 2025 be approved as Minutes**
It was **RESOLVED** to accept the Notes of the Finance and Policy Committee meeting held on 4th April 2025 as a true record of the meeting and were signed as the Minutes accordingly.

- 1-25.5 Chair's Items**
Cllr Blanchard had no items to raise.

- 1-25.6 Correspondence and Clerk's Items**
The Clerk presented the following items of correspondence:
- Information from Nationwide on reduction in interest rates on savings account. The Clerk confirmed that an application had been made to close this account and was now in progress (monies to be transferred into the council's CCLA account)
 - Confirmation that the annual CIL report for 2024/2025 had been submitted to NKDC
 - Confirmation that transfers of monies to CCLA account totalling £101k had been made to date, with more to be made in the coming weeks as per council's instruction

Updates from the last meeting were noted by Members as:

Item No:	Action	Updates
8-24.6(b)	Transfer £3k to Cemetery EMR	Completed 13 th June 2025
8-24.8	Present drafted 2024-25 AGAR to Town Council	Completed 8 th May 2025

8-24.9	Recommendation to Town Council to adopt presented Standing Orders, Financial Regulations, and Code of Conduct.	Completed 8 th May 2025
8-24.10	Allotment fees would be increased by 5% (rounded up to the nearest £) for January to December 2026.	Published to allotment holders 30 th May 2025
8-24.12	Amend the Exclusive Rights of Burial refund policy and write to all those affected by the change	Completed 12 th June 2025
8-24.13	The following policies be sent to Town Council to consider adoption: Health & Safety, Expenses and Allowances Policy, Flexible Working Policy, Events Policy	Completed 8 th May 2025
8-24.15	New Neonatal Leave policy be sent to Town Council to consider adoption.	Completed 8 th May 2025
8-24.20	Write to inform applicant that no compensation will be given as EroB has been fulfilled.	Completed 30 th April 2025

1-25.7 Financial Matters:

- a) **Approval of schedule of payments** (appendix 1 to these minutes): Members were presented with a Schedule of Payments 1st to 31st May to a Net Value of £56,856.04, to review and consider for approval.

It was **RESOLVED** that the council pays the demands listed on the Schedule of Payments to 1st to 31st May 2025.

- b) **review of budgets v actual spend:** Members received the budget-v-actual spend report for 1st Apr to 13 June 2025. They were reminded that this was an unusual year in that the Chart of Accounts had been re-written and only came into the budgets from April 2025. It was acknowledged that, for that reason, this year the budgets would be adjusted throughout the year to ensure that accurate spending was recorded against the new Chart, thus allowing for the council to better plan its precept for 2026/27.

1-25.8 Consideration to purchase the Fathoms Analytics to support the development of the council's new website

The Clerk asked the Finance and Policy committee to review the resolution made by the Community and Planning committee to not purchase the Fathoms Analytics, which would be used to review the usage of the council's new website. As F&P holds delegated powers with regards to expenditure, the Clerk asked that this be re-considered as it would be a critical tool in allowing the clerks to establish the use of the site during its continued development.

It was **RESOLVED** to purchase the Fathoms Analytics tool for a year at £90.

1-25.9 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

At the last E&O meeting it was felt that the replacement of concrete bins around the town should become one of its priority schemes, and for which precepting would be required. The committee had resolved for £3200 be made available to start the scheme. This was discussed by F&P Members and questioned as to which year in the 5-yr plan this would actually need financial expenditure. Those members who had also been at the E&O meeting confirmed that

the intention would be to start the review of the locations, requirements, and costs for bins, in collaboration with NKDC, this year (Year 1) but that the reality was that the implementation of the scheme would start in Year 2 of the E&O's 5-yr plan and would take a minimum of 3 years to complete.

It was **RESOLVED** that a minimum of £3200 be precepted in the 2026/2027 for the replacement of concrete bins in North Hykeham.

1-25.10 Review of the following policies: Risk Management, GDPR - Privacy Statement

Members had had sight of the documentation prior to the meeting and Cllr Johnston asked if the council should consider a formatting policy to standardise the numeration and layout of all policies, moving forward.

Cllr Killingsworth proposed that instead of best practice of 8 yrs (current yr, last year and 6yrs thereafter) in relation to the retention of documents for HMRC and audit purposes that the GDPR Privacy Statement should be changed and that records would be held only as per legislation requirement of 6 years (not including current yr). However, there was no seconder for this proposal and so no vote was taken. No further recommendations for changes were made.

It was **RESOLVED** that the draft Risk Management or GDPR Privacy Statement to be presented for adoption by Town Council.

1-25.11 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

The Clerk advised that there were changes coming to the 2025/2026 AGAR audit, with a new section for the council to confirm it was fully compliant with GDPR. Having recently attended a training seminar with Breakthrough Communications; the Clerk had been offered for them to provide their Local Council Data Protection Compliance Kit for a reduced price of £495. This kit would cover the council being provided with support and training for 12 months, including a review of all the council's current documentation. Members discussed the proposal and felt it would be prudent to have an independent review of all documentation as the council was already generating new documents base on the last Internal Audit report, and to be guide through the process for the 2025/26 external audit.

It was **RESOLVED** that the council takes on the services of Breakthrough Communications for the Local Council Data Protection Compliance kit, at a cost of £495.

1-25.12 Development and review of the following GDPR documentation: Digital Information Systems Security Policy, Acceptable Use policy, and Subject Access Request form

Members discussed the new and reviewed documentations, after considering the drafts in advance of the meeting. No changes were proposed to the draft documents.

It was **RESOLVED** to recommend the Digital Information Systems Security Policy, Acceptable Use Policy and Subject Access Request form to Town Council for adoption.

1-25.13 Consideration of a Playground Risk Management Policy, as presented from Estates and Operations committee

Following on from the recommendations made by the Internal Auditor, the Estates and Operations committee had generated a draft Playground Risk Management Policy which was

presented to F&P Members for further consideration. Members made no recommendations to changes to the draft document.

It was **RESOLVED** to recommend the draft Playground Risk Management Policy to Town Council for adoption.

1-25.14 Review and develop the committee's 5-year plan

Members reviewed the committee's 5-year plan line by line, in preparations for precept planning. The Clerk had recently provided the results of the Government's consultation on whether to change legislation and allow for remote and/or hybrid meetings. Given this consideration, Members felt it prudent to consider a review of the ICT within the Chambers, to ensure that technology could effectively support any remote attendance at meetings.

It was **RESOLVED** that there should be a provision of £10k made in the 2026/27 precept plans (current Yr2 on the 5-year plan) to support any ICT upgrades that may be required.

Cllr Cruickshanks suggested that an ICT replacement policy be generated, which would identify the council's review and replacement plans with regards to ICT, CCTV, alarms etc. Members agreed this would be beneficial, and the creation of an EMR for ICT Infrastructure should be considered at the next F&P meeting.

1-25.15 To consider whether the Sub-Committee will move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 for the following confidential agenda items:

It was **RESOLVED** that the committee moved into Closed Session to discuss the following confidential agenda items.

1.25.16 Consideration of a quote for additional IT services to allow councillors to receive council emails on personal mobile phones

Members discussed the quotation received for a service provision which would allow councillors to receive their council emails on personal phones. After some discussions, Members felt that the majority of councillors had expressed concerns about their personal phone being accessed by the IT contractor and impacts on private lives and therefore it was not something that the council should proceed with at this time.

1-25.17 Consideration of quotation for subscription to the Purchase Order modules of the council's current accounting software, as recommended by the Internal Auditor

Members considered a new quote for the Purchase Order module from the council's current accounting software provider, as well as the Clerk's previous recommendation that this module would streamline the council's accounting process and give instant visibility on committed expenditure.

It was **RESOLVED** to accept the quote for the Purchase Order module system from Rialtas, at annual cost of £1063 exc. VAT.

1-25.18 To receive the annual review quote from BT for broadband services and consider whether to make any changes to the current contract

Members considered a quote for increasing the broadband services for the Town Council. The Clerk advised that there were no issues being experienced by the current service provision, and it was not expected to see any changes when another full time member of staff was in post in

the office. Members were satisfied that they had reviewed the council's needs and there was no reason to change the provision.

It was **RESOLVED** that there was no requirement to change to the current BT broadband provision at this time.

1-25.19 To consider a quote for new meeting room furniture for the Civic Office Chambers.

Members considered a quote from a local furniture company, as well as presented price comparison information. Cllr Blanchard confirmed this had been a precepted item for 2024/25 but due to circumstances the project had not been completed and the monies had instead been diverted to cost for more urgent works, saving on any request for monies from General Reserves during that year. However, as there was no provision within this year's budgets for such a project then monies would need to be taken from General Reserves this year. It was agreed that the current furniture is heavy and not easy to move around for those who wish to hire the chambers for clubs, training events, etc.

It was **RESOLVED** to accept the quote for folding tables and meeting room chairs only to refurbish the Civic Office Chambers.

It was agreed that the E&O committee should consider what should happen with the current furniture.

1-25.20 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee.

Cllr Blanchard summarised the latest Personnel sub-committee meeting which included:

- DBS checks for all staff (enhanced DBS checks for those who have direct access to the council's finances/bank accounts), as recommended by the Internal Auditor
- Conclusion of the probationary period for the Deputy Clerk
- To appoint Mr P Swaby as the new full time Services Team Operative
- Commence recruitment of a new Admin Assistant (f/t)

The meeting closed at 8.00 pm.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
1-25.8	Purchase the Fathoms Analytics tool	Town Clerk	As soon as possible
1-25.9	A minimum of £3200 be precepted in the 2026/2027 for the replacement of concrete bins in North Hykeham	E&O	Precept planning for 2026/27
1-25.10	Draft Risk Management or GDPR Privacy Statement to be presented for adoption by Town Council	Town Council	Next Town Council meeting
1-25.11	Take on the services of Breakthrough Communications for the Local Council Data Protection Compliance kit	Town Clerk	As soon as possible
1-25.12	Recommend the Digital Information Systems Security Policy, Acceptable Use	Town Council	Next Town Council meeting

	Policy and Subject Access Request form to Town Council for adoption		
1-25.13	Recommend the draft Playground Risk Management Policy to Town Council for adoption.	Town Council	Next Town Council meeting
1-25.14	A provision of £10k made in the 2026/27 precept plans (current Yr2 on the 5-year plan) to support any ICT upgrades that may be required	F&P	Precept planning for 2026/27
1-25.14	Draft an ICT replacement policy be generated	Cllr Cruickshanks, Town Clerk	Next F&P meeting
1-25.14	Creation of an EMR for ICT Infrastructure	F&P	Next F&P meeting
1-25.17	Accept the quote for the Purchase Order module system from Rialtas	Town Clerk	As soon as possible
1-25.19	Accept the quote for folding tables and meeting room chairs only, to refurbish the Civic Office Chambers	Town Clerk	As soon as possible

Appendix 1 – Schedule of payments to 1-31st May 2025

North Hykeham Town Council 2025/2026

Schedule of Payments 01-31 May 2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/05/2025	Santander Corporate Current AC	£ 714.80	Debit Card top-up
01/05/2025	Anglian Water Business (Nation	£ 206.88	Water - Hub
01/05/2025	Max Speilman	£ 0.75	New Cllr photograph
01/05/2025	Office Furniture Online	£ 585.60	Meeting Chair and Table x 1
08/05/2025	Peninsula	£ 21.83	EAP services
09/05/2025	Peninsula	£ 478.62	HR Services
09/05/2025	Vodafone Ltd	£ 268.66	Mobile phone bills to 12Apr25
09/05/2025	Bluebells	£ 50.00	Mayoress' flowers AGM080525
13/05/2025	Proludic Limited	£ 11,519.70	Inclusive Seesaw Witham Fields
13/05/2025	MEC Recycling Ltd	£ 90.00	Recycling green waste
13/05/2025	Freedom Fire & Security Maintenance	£ 48.00	Battery replacement at routine service
13/05/2025	Kram Cleaning	£ 1,274.00	Office cleaning
13/05/2025	Root Studio	£ 360.00	Website launch support
13/05/2025	Hykeham DIY	£ 2.99	Coated Wire
13/05/2025	Hykeham DIY	£ 24.99	Antifreeze
13/05/2025	Screwfix Direct Ltd (Trade UK)	£ 102.90	Signage, extinguisher, first aid kit
13/05/2025	Screwfix Direct Ltd (Trade UK)	£ 67.78	Boots & wood filler
13/05/2025	Boston Seeds	£ 80.00	Hard-wearing lawn seed
13/05/2025	Selmec (Lincoln) Ltd	£ 159.00	Call-out to broken light fitting
13/05/2025	Selmec (Lincoln) Ltd	£ 1,138.14	New pipe work both wc's - Civ. Off
13/05/2025	Air IT Limited	£ 529.20	Monthly MSA May25
13/05/2025	Viking	£ 198.78	Daily consumables
13/05/2025	Screwfix Direct Ltd (Trade UK)	£ 94.10	Hardware items
13/05/2025	Screwfix Direct Ltd (Trade UK)	£ 38.38	Mole grips
13/05/2025	Screwfix Direct Ltd (Trade UK)	£ 33.16	Hardware
13/05/2025	Huws Gray BuildBase	£ 82.90	Timber
13/05/2025	Lindum Group Ltd	£ 100.80	Call outs Apr 25
13/05/2025	MEC Recycling Ltd	£ 75.00	Green Waste recycling
13/05/2025	Worksop Wilsons Carpets	£ 40.00	Artificial Grass x 4m
14/05/2025	LALC	£ 2,604.08	Annual Membership
14/05/2025	Mr G Killingsworth	£ 18.00	Mileage claim Apr25
16/05/2025	Santander UK PLC	£ 35.01	Bank charges 01-30Apr25 CB1
16/05/2025	Santander UK PLC	£ 35.00	Bank Charges 31/03-30/04/25 Cb6
16/05/2025	Santander UK PLC	£ 1.40	Bank charges 01-30/04/25 CB2
18/05/2025	Canva UK Operations Ltd	£ 13.00	Monthly Subs May25
19/05/2025	Mobilize Financial Services	£ 215.20	Monthly lease FV71DDN
20/05/2025	Santander Corporate Current AC	£ 731.50	Debit card top-up
21/05/2025	Mr P A Bell	£ 400.00	ERoB refund
21/05/2025	Max Speilman	£ 41.50	New Chair/Vice Chair imagery
22/05/2025	Asda	£ 13.63	Daily consumables
22/05/2025	Max Speilman	£ 1.55	New Chair's imagery
22/05/2025	TotalEnergies Gas & Power Ltd	£ 649.39	Gas Civ. Off 010425-300425
22/05/2025	TotalEnergies Gas & Power Ltd	£ 709.31	Elec Hub 010425-300425
22/05/2025	TotalEnergies Gas & Power Ltd	£ 817.73	Elec Civ. Off 010425-300425
22/05/2025	TotalEnergies Gas & Power Ltd	£ 151.75	Elec VG 010425-300425

23/05/2025	Salaries	£ 17,133.92	Salaries May25
23/05/2025	LCC Pension Fund	£ 736.26	WYPF May25
23/05/2025	HMRC	£ 6,075.60	PAYE/NI May25
23/05/2025	Nest Pensions	£ 3,016.65	Pensions May25
27/05/2025	TotalEnergies Gas & Power Ltd	£ 202.62	Hub gas 27/3-30/4/25
27/05/2025	Currys	£ 94.95	Wireless mouse x 4
30/05/2025	ADOBE Systems Software Ireland	£ 16.64	Monthly subs May25
30/05/2025	LALC	£ 1,248.00	Play Area Training x 5
30/05/2025	WCF Chandlers Fuel Oil Distribution	£ 915.18	Fuel
30/05/2025	Screwfix Direct Ltd (Trade UK)	£ 11.99	PPE
30/05/2025	Screwfix Direct Ltd (Trade UK)	£ 17.98	Hardware
30/05/2025	Viking	£ 263.78	Daily Consumables
30/05/2025	Screwfix Direct Ltd (Trade UK)	£ 31.77	Paint
30/05/2025	Screwfix Direct Ltd (Trade UK)	£ 23.99	Materials
30/05/2025	Spalding's	£ 59.76	Strimmer Line
30/05/2025	Eco Control Solutions	£ 2,160.00	Mares Tail control programme
30/05/2025	Screwfix Direct Ltd (Trade UK)	£ 21.94	PPE, Silicone
TOTAL		£ 56,856.04	