North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 01/26
held on Thursday 18th June 2026 at 7pm

Councillors Present: SP Roe (Chair), G Killingsworth, M Lofts, C Nnamdi, K Sampson, P Wray,

In Attendance: Mrs M Parker – Town Clerk

1-26.1 Election of a Vice-Chair for the Finance and Policy committee for the financial year 2025-2026

Cllr Killingsworth was nominated as Vice-Chair of the Finance and Policy Committee.

It was **RESOLVED** that Cllr Killingsworth be appointed as Vice-Chair of the Finance and Policy Committee for the financial year 2026-2027

1-26.2 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 Cruickshanks and Holt.

It was **RESOLVED** to accept all apologies and reasons given from Cllrs Cruickshanks and Holt.

1-26.3 Receipt of any Declaration of Members' Interests under the Localism Act 2011

No Declarations of Interest were made.

1-26.4 Minutes of the Finance & Policy Committee meeting held on 23rd April 2026 to be approved

It was **RESOLVED** to accept the draft Minutes of the Finance and Policy Committee meeting held on 23rd April 2026 as a true record of the meeting and were signed as the Minutes accordingly.

1-26.5 Chair's Items

Cllr Roe asked Members to consider the membership structure for the F&P committee, as there were now only 8 councillors on the committee which could affect the committee's ability to be quorate at meetings in the future should less than 6 councillors attend. Options considered including limiting the membership to role-specific membership, e.g. All Chairs and Vice Chairs of committees, plus the Mayor and Deputy Mayor. It was agreed to discuss this in detail at the next F&P meeting.

1-26.6 Correspondence and Clerk's Items

The Clerk had no correspondence or items to present. Updates from the last meeting were noted by Members as:

Item No:	Action	Updates
06-25.11	Purchase of a low mileage used or new electric vehicle	Completed May 2026
06-25.12	Write to request the payment of all outstanding monies from Manor Farm FC	Completed – agenda item at this meeting
06-25.17	Ratify the conclusion of probationary periods for Mrs E Whittle and Mrs H Wall.	Completed April 2026

1-26.7 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 2026, to a Net Value of £60,391.46, 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 2026.

b) **review of budgets v actual spends:** Members received and noted the budget-v-actual spend report for 1st Apr to 13 June 2026.

1-26.8 Review of the ICT EMR to consider the replacement of council laptops and in consideration of request from E&O committee to upgrade the CCTV systems at the Civic Offices and the Hub

Members discussed that the council's laptops were now 4 years old and the battery life was depleting rapidly, to a point whereby a fully charged laptop would run out of battery in less than 2hrs. Five different laptop options were presented from the council's IT provider, for consideration. Monies for these would be available from the ICT Earmarked Reserve (EMR), and that the laptops would be replaced under the ICT replacement policy.

It was **RESOLVED** to purchase the Dell Vostro 3630 at £570 + VAT per unit, and accept the quote for AIR IT workshop charges at £3,750 + VAT.

Members were reminded that the current CCTV system at the Civic Offices had suffered a critical loss of service at the end of 2025 and upon investigations it was indicated that the hard drive was unstable, which could result in a complete failure. On that basis the Services Team Manager had investigated options to replace the system at the Civic Offices and the Hub; the E&O committee had indicated that it would support a complete re-wire of the system to bring it up to modern standards and futureproofing. The quotes for these works had been reviewed by the E&O committee, and it recommended works to a total value of £24085 exc. VAT be undertaken. However, as this was not a budgeted item the monies for this would need to be taken from General Reserves or an EMR. Given that the laptops would be purchased from the ICT EMR, there were insufficient funds available from that EMR to cover these works.

The criticality of the CCTV system was discussed in detail by Members, and it was agreed that this was something that could not be deferred as an item to be considered in the precept planning for the next financial year.

It was **RESOLVED** to accept quotes from Lincoln Security to replace the CCTV systems at the Civic Offices and the Hub, to a value of £24085 exc. VAT., using monies from General Reserves.

1-26.9 Consideration of a request from E&O committee to purchase and install new play equipment which requires monies from either General Reserves or the Playground maintenance EMR

The E&O committee had resolved that it wished to purchase 4 items of play equipment, to a value of £43,404.42, but as these items had not been identified during the committee's budget-setting process for 2026/27 this resolution was presented to the F&P committee to consider whether monies from General Reserves or and Earmarked Reserve(EMR) could be used.

Cllr Killingsworth reminded the committee that the Playground EMR was in place to cover maintenance of playground equipment and associated surfacing etc and was therefore not suitable to fund items which could be budgeted for.

Cllr Roe reminded the committee that it was being asked to consider a request for monies to be made available from General Reserves when the council was only 3 months into its financial year, and that the equipment being proposed was to fill empty spaces or to replace items that were perhaps reaching the end of their serviceability.

It was **RESOLVED** that the request to purchase 4 identified items of play equipment be reconsidered in Month 9 of this financial year (i.e. December 2026) when the council's expenditure can be reviewed and the committee may be able to identify monies within current budgets that could be made available to facilitate the purchases.

1-26.10 To consider a booking request from Hykeham Tigers for the use of Witham Fields pitches Sept26-Apr27

Hykeham Tigers FC had requested use of the various football pitches at Witham Fields for the season 26/27 (Sept 26 – Apr 27). Members discussed the previous years' charges and agreed that there would be no changes.

It was **RESOLVED** to accept the booking of Witham Fields football pitches from Hykeham Tigers FC for the season 26/27 with the annual fee of £5000 applicable.

1-26.11 To consider next steps with regards to non-payment of pitch fees by Manor Farm FC (2025/26 season)

The Clerk advised that, despite several requests for payment, Manor Farm FC had failed to pay their outstanding debt of £700 for pitch fees. The amount of time spent administratively trying to recover the debt was debated at length and it was felt it would not be cost effective to pursue the matter further on this occasion, and that Manor Farm FC would written to and informed that they are no longer be permitted to hire pitch space from the council. It was also suggested to write to Lincolnshire FA to inform them of the matter.

Members agreed that any hirer or trader who fails to make payment in a timely manner must be prohibited immediately from any future hirings or trading until the matter is reviewed by the Council.

It was **RESOLVED** that the debt of £700 be written off, that Manor Farm FC be written to and informed that they can no longer hire facilities from the town council, and to write to Lincolnshire FA to inform them of the matter.

1-26.12 Generation of a new Data Protection Complaints Procedure considering the Data (Use & Access) Act 2025

Members discussed the new draft documentation which was generated in response to new legislation which came into effect on the 18th of June and would support the Council's GDPR Policy.

It was **RESOLVED** to recommend the Data Protection Complaints Procedure to Town Council for adoption.

1-26.13 Review of the following policies: Risk Management Policy, GDPR - Privacy Statement

Some general administrative changes were required to the policy:

- to clarify role titles such as the Services Team Manager and/or the Deputy Clerk.
- the Personnel sub-committee recommended that the Deputy Clerk role requirement to attain CiLCA qualification
- removal of references to the Strategic Planning sub-committee, which no longer exists in the council's structure

There were no changes recommended to the GDPR Privacy Statement.

It was **RESOLVED** to recommend the amended Risk Management Policy for adoption to Town Council and confirm no changes are required to the GDPR Privacy Statement.

1-26.14 Development of the town council's Medium Term Financial Strategy and Financial Plan, incorporate a 3–5-year rolling budget plan

The town council's Medium Term Financial Strategy and Financial Plan had been compiled after a recommendation in the Internal Auditor's end of year audit report 2025-26. Within the document a 3-yr financial plan was suggested which included details of base year assumptions. Members discussed the plan and that a 3-yr financial plan would be supported by the committees' 5-yr plans.

It was **RESOLVED** that the draft Medium-Term Financial Strategy and Financial Plan for the period [2027/28 to 2031/32] be presented to the town council to adopt the financial planning principles contained therein and authorise the Clerk/Responsible Financial Officer to update the rolling forecasts annually for consideration as part of the budget and precept setting process.

1-26.15 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.

1-26.16 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee.

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

- confirmation to conclude the probationary period for Mr Rob Nicholson, Services Team – Team Leader
- agreement to review the staff PAR documentation to simplify the process

It was **RESOLVED** to conclude the probationary period for Mr Rob Nicholson, Services Team – Team Leader.

The meeting closed at 8.17pm.

<u>Actions from this meeting</u>:

Item No:	Action	Allocated to	Complete by
1-26.8	Purchase new laptops	Town Clerk	As soon as possible
1-26.8	Order new CCTV installations	Services Team Manager	As soon as possible
1-26.10	Process the booking of Witham Fields football pitches from Hykeham Tigers FC for the season 26/27	Assistant Clerk	July 2026
1-26.11	Debt of £700 be written off Manor Farm FC be informed that they can no longer hire facilities from the town council, and to write to Lincolnshire FA to inform them of the matter	Town Clerk	Immediately

1-26.12	Recommend the Data Protection Complaints Procedure to Town Council for adoption.	Town Council	Next TC meeting
1-26.13	Recommend the amended Risk Management Policy for adoption to Town Council	Town Council	Next TC meeting
1-26.14	The draft Medium-Term Financial Strategy and Financial Plan for the period [2027/28 to 2031/32] be presented to the town council to adopt	Town Council	Next TC meeting
1-26.16	Conclude the probationary period for Mr Rob Nicholson, Services Team – Team Leader.	Town Clerk	Immediately

Appendix 1 – Schedule of payments to 1-31st May 2026

North Hykeham Town Council 2026/2027
Schedule of Payments 01-31 May 2026

Date Paid	Payee Name	Amount Paid		Transaction Detail
01/05/2026	Quartix Limited	£	162.00	3 months rental from 020426
03/05/2026	Indeed Ireland Operations Ltd	£	153.49	Vacancy Advert
05/05/2026	UK Fuels Limited	£	89.87	Fuel AJ23 ZLN
08/05/2026	British Telecommunications	£	641.27	Telephone
08/05/2026	Vodafone Ltd	£	297.84	12 Mobiles
08/05/2026	Peninsula	£	21.83	EAP 542120
09/05/2026	Vistaprint	£	37.48	Armed Forces Covenant pens
11/05/2026	Peninsula	£	478.62	Monthly HR services
11/05/2026	UK Fuels Limited	£	85.43	Fuel AJ24 FYA
14/05/2026	Hykeham DIY	£	8.10	Bolts
14/05/2026	Hykeham DIY	£	54.94	Fence paint, brush
14/05/2026	Hykeham DIY	£	9.99	Line Marker
14/05/2026	Lincoln Roofing & Building Ltd	£	5,871.60	Fit welcome signs
14/05/2026	Screwfix Direct Ltd (Trade UK)	£	74.37	Bolts, wipes
14/05/2026	Peninsula	£	21.83	EAP
14/05/2026	Viking	£	245.65	Consumables
14/05/2026	Kram Cleaning	£	1,352.00	Cleaning
14/05/2026	Air IT Limited	£	1,140.00	Cyber Essentials
14/05/2026	Spaldings	£	43.20	Chain oil 5 litre
14/05/2026	AGRIGEM LTD	£	63.65	Round-up
14/05/2026	Eco Control Solutions	£	1,080.00	Mares Tail programme
14/05/2026	Fir Tree Timber	£	57.60	Treated posts
14/05/2026	Lindum Group Ltd	£	50.40	Call out 13.04.26
14/05/2026	Amazon	£	158.39	Grease gun
14/05/2026	GBM Waste Management	£	7.20	Rental charges
14/05/2026	Mr S Proctor	£	57.60	Mileage-training course Apr26
15/05/2026	Santander UK PLC	£	42.41	Bank Charges CB1 01-30Apr26
15/05/2026	Santander UK PLC	£	30.00	Bank Charges CB2 31/3-30/4/26
15/05/2026	Santander UK PLC	£	2.00	Bank Charges CB6 01-04Apr26
16/05/2026	Max Speilman	£	37.80	Mayoral photos
17/05/2026	Canva UK Operations Ltd	£	13.00	Monthly subs
18/05/2026	Mobilize Financial Services	£	215.20	Lease FV71 DDN
20/05/2026	TotalEnergies Gas & Power Ltd	£	148.00	Electricity VG 1-30/04/26
21/05/2026	TotalEnergies Gas & Power Ltd	£	643.68	Electricity Hub 1-30/04/26
21/05/2026	TotalEnergies Gas & Power Ltd	£	1,146.30	Gas Civ. Off 01/3-30/4/26
21/05/2026	Peninsula	£	99.49	Monthly Noise Monitoring
21/05/2026	Asda	£	51.60	Daily consumables
22/05/2026	Spaldings	£	94.82	Credit note - return goods
22/05/2026	Spaldings	£	56.92	Tyre Inflator
22/05/2026	Spaldings	£	36.00	Deflector
22/05/2026	Spaldings	£	13.80	Strimmer Line

22/05/2026	Hykeham Turf and Topsoil	£	240.00	Turf
22/05/2026	Screwfix Direct Ltd (Trade UK)	£	275.90	Gloves
22/05/2026	Lincolnshire Association of Lo	£	96.00	Allotment training EW
22/05/2026	TFM Countrystore	£	48.95	Grass seed
22/05/2026	Viking	£	188.89	Daily consumables
22/05/2026	Zurich Municipal	£	10,008.72	Insurance
22/05/2026	Salaries	£	20,359.51	Salaries May 2026
22/05/2026	HMRC	£	8,239.75	PAYE/NI May26
22/05/2026	Nest Pensions	£	4,151.63	Pensions May 26
22/05/2026	npower Business Solutions	£	437.70	UMS Street lighting 1-30/4/26
26/05/2026	UK Fuels Limited	£	75.07	Fuel AJ23 ZLN 12/5/26
28/05/2026	Santander Corporate Current AC	£	550.00	Card top up
28/05/2026	JG Environmental Ltd t/a JG Pe	£	203.99	Pest control
29/05/2026	TotalEnergies Gas & Power Ltd	£	182.36	Gas Hub 1-30/4/26
29/05/2026	TotalEnergies Gas & Power Ltd	£	420.98	Electricity Civ Off 15-30/4/26
30/05/2026	ADOBE Systems Software Ireland	£	16.64	Monthly subs 28/5-27/6
	TOTAL	**£**	**60,391.46**	