



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 02/25
held on Thursday 21st August 2025 at 7pm

Councillors Present: SP Roe (Chair), C Briggs, A Cruickshanks, J Holt, R Johnston, G Killingsworth, M Lofts, A Marshall, C Nnamdi, K Sampson

In Attendance: Mrs M Parker – Town Clerk

- 2-25.1 Apologies for absence and acceptance of reasons given to the Clerk in advance of the meeting**
Cllr Roe offered to step up from Vice Chair to Chair of the Finance and Policy Committee (F&P); there were no other nominations. In accordance with Standing Orders, this position runs to the end of the Council's current term of office (to May 2027) and is also appointed as Chair of the Personnel sub-committee for the same period of time.

It was **RESOLVED** that Cllr SP Roe be Chair of the Finance and Policy Committee.

Cllr Briggs offered to step into the role of Vice Chair of F&P. There were no other nominees.

It was **RESOLVED** that Cllr C Briggs be Vice Chair of the Finance and Policy Committee for the financial year 2025-2026.

- 2-25.2 Apologies for absence and acceptance of reasons given to the Clerk in advance of the meeting**
As all Members were in attendance, there were no Apologies to be received.

- 2-25.3 Receipt of any Declaration of Members' Interests under the Localism Act 2011**
No Declarations of Interest were made.

- 2-25.4 Notes of the Finance & Policy Committee meeting held on 19th June 2025 be approved as Minutes**
It was **RESOLVED** to accept the Notes of the Finance and Policy Committee meeting held on 19th June 2025 as a true record of the meeting and were signed as the Minutes accordingly.

- 2-25.5 Chair's Items**
Cllr Roe had no items to raise.

- 2-25.6 Correspondence and Clerk's Items**
The Clerk presented the following items of correspondence:
- Notification that the CCLA has been acquired by Jupiter Investment Management Group Limited, a leading Investment Management company. There are no changes to the account notified at this time and no action required by the town council.
 - Confirmation from the CCLA as to changes to fees and charges from 1st September 2025. The temporary reduction of the annual management charge (AMC) to 0.08% will end by 1st of September and the standard rate of 0.10% will apply. No action required by the town council.

Updates from the last meeting were noted by Members as:

Item No:	Action	Updates
1-25.8	Purchase the Fathoms Analytics tool	Completed 08 th Aug 2025
1-25.9	A minimum of £3200 be precepted in the 2026/2027 for the replacement of concrete bins in North Hykeham	Noted on E&O 5-yr plan
1-25.10	Draft Risk Management or GDPR Privacy Statement to be presented for adoption by Town Council	Completed 10 th July 2025
1-25.11	Take on the services of Breakthrough Communications for the Local Council Data Protection Compliance kit	Completed 20 th June 2025
1-25.12	Recommend the Digital Information Systems Security Policy, Acceptable Use Policy and Subject Access Request form to Town Council for adoption	Completed 10 th July 2025
1-25.13	Recommend the draft Playground Risk Management Policy to Town Council for adoption.	Completed 10 th July 2025
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	Added to 5-yr plan
1-25.14	Draft ICT replacement policy be generated	On this agenda
1-25.14	Creation of an EMR for ICT Infrastructure	On this agenda
1-25.17	Accept the quote for the Purchase Order module system from Rialtas	Completed 20 th June 2025
1-25.19	Accept the quote for folding tables and meeting room chairs only, to refurbish the Civic Office Chambers	Completed 20 th June 2025

2-25.7 Financial Matters:

- a) **Approval of schedule of payments** (appendix 1 to these minutes): Members were presented with a Schedule of Payments 1st to 31st July to a Net Value of £44,090.43, 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 July 2025.

- b) **review of EMRs and CIL monies, and to consider creating a new EMR for ICT infrastructure**

The skatepark EMR was discussed and it was clarified that the monies would stay in the EMR as it would be needed in the future to maintain the new park when it was installed. It was also noted that no further monies could be placed into the EMR at this time as the council did not yet know how much a new park would cost or how much the Council would be looking to fund itself.

CIL monies and their timescales to be utilised were reviewed and it was confirmed that there was an agenda item later in the meeting to consider the use of some of the monies.

Members discussed the need for an EMR to be generated to allow the council to respond to demands for maintenance of its ICT Infrastructure, and which would also support the schedules set in the proposed ICT Replacement policy, which had been raised at the last F&P meeting. At that meeting it was resolved that £10k be placed into

the precept to assist with any IT upgrades, but Members reconsidered this having since had sight of the proposed ICT Replacement policy and it was suggested that more monies would need to be placed into an EMR for this purpose.

It was **RESOLVED** to create a new EMR for ICT Infrastructure and to move £20,000 from General Reserves to the EMR.

2-25.8 To consider a request from E&O committee to use £24,200 from CIL monies to support the purchase of three new pieces of playground equipment (for Village Green, Memorial Park, and St Aiden's Park)

Members considered a request from the Estates & Operations (E&O) committee to have £24,200 released from CIL monies to support the purchase of three new pieces of playground, combined with the use of the Playground EMR and precepted monies.

It was **RESOLVED** to make monies available from CIL reserves to secure the purchase of three new pieces of playground equipment, to be sited on the Village Green, Memorial Park, and St Aiden's Park.

2-25.9 To receive the concluded AGAR for 2024-25 and confirm the required publication of associated documents

Members had received a copy of the concluded AGAR for 2024-25 from the External Auditor, which showed there were no comments/issued to be raised by the External Auditor and the audit was now successfully concluded. Councillors thanked the Clerk for her hard work in preparing the accounts for the year end audit and were pleased to note that there were no additional actions for the council.

The Notice of Conclusion of Audit and copies of parts 1, 2, and 3 of the AGAR were now to be displayed on the council's official noticeboard and website. The dates for these documents to be available for inspection by any local government elector were discussed.

It was **RESOLVED** that the Clerk would publish the Notice of Conclusion of Audit and copies of parts 1, 2, and 3 of the 2024-25 AGAR, in accordance with legal requirements, with the inspection times and dates to be identified as during office opening hours, between 9am and 3pm, Tuesday 26th August 2025 to Tuesday 9th September 2025.

2-25.10 Review of the following policies: Civility and Respect Pledge, Records Retention (GDPR) Policy, Safeguarding Policy, Cemetery Policy (as reviewed and recommended by the E&O committee) and the Draft ICT Replacement Policy (new policy)

Members had had sight of the documentation prior to the meeting. They discussed the following policies and documents and the recommended changes as:

- a. Civility and Respect Pledge: this is a nationally generated pledge which the town council signed up to in 2022. No changes required.
- b. Records Retention (GDPR) Policy: Specifying Justifications for Retention in Appendix A to include referencing of legislation and the inclusion of the retention of CCTV recordings
- c. Safeguarding Policy: inclusion of legal framework (para 4) and Information Sharing (para 8)
- d. Cemetery Policy: changes as recommended by the E&O committee at meeting in Aug25
- e. Draft ICT Replacement Policy: a new policy, generated as an action from F&P June25

It was **RESOLVED** that the Civility and Respect Pledge, Records Retention (GDPR) Policy, Safeguarding Policy, Cemetery Policy, and the new ICT Replacement Policy be presented to the next Town Council meeting with recommendation to adopt all.

2-25.11 To consider a recommendation from C&P committee to release monies from EMR 327 (Twinning) to the North Hykeham Town Twinning Association to meet itemised costs for the visit of the Denzlingen Twinning Association (Sept 2025)

C&P committee recommended supporting a financial support request from the North Hykeham Town Twinning Association (NHTTA) as it was due to receive guests from Denzlingen 5th to 9th September 2025. Expenditure was requested to cover costs of trips to Peterborough (to the Cathedral and Nene Valley Railway) and Brodsworth Hall as well as towards the Welcome Reception hospitality on the 5th of September. Whilst C&P could support some of the costs being requested from its annual budget for Twinning (£500), additional monies totalling £439 were being requested from the Twinning Ear Marked Reserve (EMR)

It was **RESOLVED** that the monies to the total of £439 be made available, upon receipt of expenditure, to the NHTTA from the Twinning EMR.

2-25.12 Consideration to subscribe to Cloudy IT's GovAssist to provide tailored AI support to council processes

Members had been provided information regarding Cloudy IT's AI GovAssist and it was explained that this would allow the council to use an AI assistant that was specifically tailored to the works for town and parish councils and gives many offerings to saving the time of clerks and councillors in the future. The product would give the council a more accurate/relevant AI support than current well-known AI assistants such as Chat GPT or Genie. Members reviewed and discussed the quotation and pricing structure to subscribe to AI GovAssist, including licences and top-up credit purchases.

It was **RESOLVED** to subscribe to AI GovAssist for a full licence for a year for the Town Clerk and evaluate the usage/needs of other clerks, officers, and councillors to identify if top-up credits or additional licences may be required in the future.

2-25.13 Consideration to subscribe to Breakthrough Communications Council Hive service

Having taken on the year's subscription for the GDPR documentation, Councillors Killingsworth and Ray met with Breakthrough Communications at the recent LALC conference and saw examples of how the Council Hive could be a good supportive tool for council business; in particular, things such as community engagement, consultations, use of social media, and managing FOI requests as well as 1-2-1 training. It was felt that this would be a great support for the council/clerks/councillors, including a dedicated hub for Councillors to access. Members discussed this and felt it would be an excellent resource to have access to and develop the council's future communications needs.

The Clerk confirmed that as the Council had already purchased the GDPR module for a year, Breakthrough Communications had confirmed this cost would be removed from the annual fee for the Hive; reducing the annual fee from £1997 to £1502.

It was **RESOLVED** to subscribe for one year to the Breakthrough Communications Council Hive at a cost of £1502.

2-25.14 Re-consider the outsourcing of payroll services (as requested at Feb 2025 F&P meeting)

The Clerk confirmed that the Deputy Clerk was now trained in payroll procedures and had compared the council's process to the outsourcing process which she had used in her previous role. The Deputy Clerk had advised that the in-house processing used by the council was simple and gives full/instant access to manage changes to payroll in real time. Both clerks felt that with two staff members trained payroll was something which could be successfully managed in-

house. Members had had sight of the costings for outsourcing payroll services and discussed both options.

It was **RESOLVED** that the council continues to manage its payroll in-house.

2-25.15 Review and develop the committee's 5-year plan

Members reviewed the F&P committee's 5-yr plan. It was noted that the EMR for ICT Infrastructure would now be set up using General Reserves in the current financial year so this was removed from the 5-yr plan.

The CCTV system had not been upgraded in at least the past 5 years and so Members asked that the current systems be assessed by the council's contractor to establish status, longevity, and accessibility to replacement parts. The Clerk was asked to provide this information to the committee during the precepting period (Oct – Dec 2025) to allow the committee the opportunity to identify any precept requirements for the next financial year. The Clerk was asked to review the timelines for replacement programmes as per the proposed ICT Replacement Policy and incorporate this into the 5-yr plan as appropriate.

2.25.16 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.

2-25.17 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee.

Cllr Roe, the newly appointed (by Standing Orders) Chair of Personnel sub-committee, raised some of the items the sub-committee had received and resolved upon at their last meeting: -

- Quarterly staffing absence statistics
- Appointment of new Admin Assistant, Mrs Rae Burns
- Considered a Flexible Working request

The meeting closed at 7.55 pm.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
2-25.7	Create a new EMR for ICT Infrastructure and to move £20,000 from General Reserves to the EMR	Town Clerk	22 nd August 2025
2-25.8	Make monies available from CIL reserves to secure the purchase of three new pieces of playground equipment, to be sited on the Village Green, Memorial Park, and St Aiden's Park.	Town Clerk	As required upon receipt of invoices for the new equipment
2-25.9	Town Clerk to publish the Notice of Conclusion of Audit and copies of parts 1, 2, and 3 of the 2024-25 AGAR; Inspection times and dates to be set as during office opening hours, between 9am and 3pm,	Town Clerk	22 nd August 2025

	Tuesday 26th August 2025 to Tuesday 9th September 2025		
2-25.10	Civility and Respect Pledge, Records Retention (GDPR) Policy, Safeguarding Policy, Cemetery Policy, and ICT Replacement Policy be presented to the next Town Council meeting to adopt all.	Town Clerk/Town Council	Next Town Council Meeting
2-25.11	Monies to the total of £439 be made available, upon receipt of expenditure, to the NHTTA from the Twinning EMR	Town Clerk	Payable upon receiving of receipts of expenditure
2-25.12	Subscribe to AI GovAssist for a full licence for a year for the Town Clerk	Town Clerk	As soon as possible
2-25.13	Subscribe for one year to the Breakthrough Communications Council Hive	Town Clerk	As soon as possible
2-25.14	Provide information as to the condition of CCTV systems to the committee during the precepting period	Town Clerk	F&P meetings Oct-Dec 2025
2-25.15	Review the timelines for replacement programmes as per the proposed ICT Replacement Policy and incorporate this into the 5-yr plan as appropriate	Town Clerk	Dec 2025

Appendix 1 – Schedule of payments to 1-31st July 2025**North Hykeham Town Council 2025/2026****Schedule of Payments 01-31 July 2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/07/2025	ADOBE Systems Software Ireland	£ 16.64	Monthly subs Jun25
03/07/2025	Asda	£ 22.05	Daily consumables
07/07/2025	npower Business Solutions	£ 45.30	Npower UMS May25
08/07/2025	Peninsula	£ 21.83	EAP Services
09/07/2025	Peninsula	£ 478.62	HR Services
10/07/2025	Vodafone Ltd	£ 277.35	Mobile phones June25
14/07/2025	UK Fuels Limited	£ 221.59	Fuel
14/07/2025	British Telecommunications	£ 655.45	Phone & Broadband Jun25
15/07/2025	Santander Corporate Current AC	£ 684.55	Debit Card top up
15/07/2025	Asda	£ 42.27	Daily consumables
16/07/2025	Santander UK PLC	£ 34.05	Bank Charges 01-30 Jun25 CB1
16/07/2025	Santander UK PLC	£ 35.00	Bank Charges 01-30 Jun25 CB2
16/07/2025	Santander UK PLC	£ 2.10	Bank Charges 1-30 Jun25 CB6
17/07/2025	Indeed Ireland Operations Ltd	£ 21.56	Job advertisement Jun25
17/07/2025	Canva UK Operations Ltd	£ 13.00	Monthly Subs Jul25
17/07/2025	Santander Corporate Current AC	£ 705.10	Debit card top-up
17/07/2025	TotalEnergies Gas & Power Ltd	£ 227.75	Hub Gas 23 May 25-01 Jul25
17/07/2025	LALC	£ 84.00	Training
17/07/2025	East of England Apples & Orchards	£ 299.00	Fruit Trees (St Aiden's Project)
17/07/2025	Xamax Clothing Company Limited	£ 185.15	Uniform
17/07/2025	B&Q Tradepoint	£ 285.80	Event Supplies
17/07/2025	Howdens	£ 152.16	Door repairs
17/07/2025	Singleton Training Services Ltd	£ 384.00	Manual Handling Training
17/07/2025	Screwfix Direct Ltd (Trade UK)	£ 51.91	Daily consumables
17/07/2025	Viking	£ 155.15	Stationery
17/07/2025	Amazon	£ 54.95	Retirement gift
17/07/2025	We Print Gifts Ltd	£ 60.48	ID Badges
17/07/2025	Air IT Limited	£ 521.76	IT MSA Services Jul25
17/07/2025	Hykeham DIY	£ 27.99	Brushes
17/07/2025	Kram Cleaning	£ 1,274.00	Office Cleaning
17/07/2025	Guardian Hygiene Services Ltd	£ 1,074.00	Legionella RA Civ. Off.
17/07/2025	Guardian Hygiene Services Ltd	£ 1,050.00	Legionella RA Hub
17/07/2025	Freedom Fire & Security Maint.	£ 264.00	CCTV Repair
17/07/2025	Huws Gray BuildBase	£ 30.24	Fencing
17/07/2025	H Fraser Consulting Ltd	£ 318.00	Cemetery Consultancy
17/07/2025	Glasdon UK Limited	£ 477.26	Replacement Bins
18/07/2025	Mobilize Financial Services	£ 215.20	Vehicle lease Jul25
19/07/2025	Asda	£ 92.22	Councillor's retirement
19/07/2025	DVLA	£ 345.00	12 mth Vehicle Tax AJ24 FYA
19/07/2025	Driver & Vehicle Licensing Age	£ 345.00	12 mth Vehicle Tax AJ23 ZLN
21/07/2025	TotalEnergies Gas & Power Ltd	£ 70.58	Elec VG 01-30 Jun25
21/07/2025	TotalEnergies Gas & Power Ltd	£ 1.20	Elec Civ. Off 01-30Jun25
21/07/2025	TotalEnergies Gas & Power Ltd	£ 416.57	Elec Hub 01-30 Jun25
21/07/2025	UK Fuels Limited	£ 74.83	Fuel
24/07/2025	HMRC	£ 6,662.10	PAYE/NI JULY 2025

24/07/2025	LCC Pension Fund	£ 736.26	WYPF JUL25
24/07/2025	Nest Pensions	£ 3,103.38	Pensions Jul25
24/07/2025	SALARIES	£ 17,777.10	Salaries Jul25
28/07/2025	Anglian Water Business	£ 41.00	12 Apr 25-11 Jul 25
28/07/2025	UK Fuels Limited	£ 61.21	Fuel - AJ23 ZLN
28/07/2025	npower Business Solutions	£ 2,247.49	Npower UMS Jan-Apr25
29/07/2025	Anglian Water Business	£ 18.29	Water 15 Apr-14 Jul
29/07/2025	Anglian Water Business	£ 187.30	Water 15 Apr-14 Jul
29/07/2025	The Incredible Skank Brothers	£ 500.00	Summer Sunday band Jul25
29/07/2025	Under The Covers Rock Duo	£ 350.00	Summer Sunday band Jul25
29/07/2025	SNS Donuts	£ 30.00	Summer Sunday trader refund
29/07/2025	Sunflower Celebrations	£ 15.00	Summer Sunday trader refund
30/07/2025	ADOBE Systems Software Ireland	£ 16.64	Monthly subs Jul25
30/07/2025	Bear Nice-ities	£ 15.00	Summer Sunday trader refund
30/07/2025	North Hykeham Twinning Associa	£ 15.00	Summer Sunday trader refund
30/07/2025	Mr R Otter	£ 500.00	ERoB refund
TOTAL:		£ 44,090.43	