North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 02/26
held on Thursday 20th August 2026 at 7pm

Councillors Present: SP Roe (Chair), A Cruickshanks, J Holt, C Nnamdi, K Sampson, P Wray

In Attendance: Mrs M Parker – Town Clerk
Mrs I Edwards – Admin Assistant

2-26.1 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 Killingsworth and Lofts.

It was **RESOLVED** to accept apologies and reasons given from Cllrs Killingsworth and Lofts.

2-26.2 Receipt of any Declaration of Members' Interests under the Localism Act 2011

No Declarations of Interest were made.

2-26.3 Minutes of the Finance & Policy Committee meeting held on 18th June 2026 to be approved

It was **RESOLVED** to accept the draft Minutes of the Finance and Policy Committee meeting held on 18th June 2026 as a true record of the meeting and were signed as the Minutes accordingly.

2-26.4 Chair's Items

Cllr Roe had no items to raise.

2-26.5 Correspondence and Clerk's Items

The Town Clerk had no correspondence. She presented the following items to be noted: -

- Confirmation that the Council has attained certification in Cyber Essentials (Basic) from 7th August 2026 and is renewable annually;
- Smaller Authorities' Audit Appointments Ltd (SAAA), the organisation responsible for appointing external auditors to eligible smaller authorities in England is introducing a new Digital AGAR Porta designed to make the submission and management of Annual Governance and Accountability Returns (AGARs) simpler, more secure and more efficient. The portal is expected to be available for the 2027 AGAR submissions; although it will be voluntary for the 2027 submission its use is expected to become mandatory for the 2029 submission. To encourage early adoption, SAAA will also be introducing an incentive scheme during 2027 for authorities that register for and use the portal. The Town Clerk confirmed the Council had been registered onto the portal with a view to using it for the 2027 submission;
- A 3yr subscription to an App that will allow the Council staff to record vehicle checks digitally as well as servicing records, MOTs, and repairs had been obtained and would be presented to Town Council for approval at its meeting in September;
- A 5yr service agreement for service plan for the photovoltaic system at the civic office was being investigated and would be presented to Town Council for approval at its meeting in September

Updates from the last meeting were noted by Members as:

Item No:	Action	Updates
1-26.8	Purchase new laptops	New laptops have been procured and awaiting deployment from the council's IT Services contractor when security policies have been installed.
1-26.8	Order new CCTV installations	Hub installation completed, Civic Offices due w/c 24th August.
1-26.10	Process the booking of Witham Fields football pitches from Hykeham Tigers FC for the season 26/27	Completed.
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	Completed.
1-26.12	Recommend the Data Protection Complaints Procedure to Town Council for adoption.	Completed.
1-26.13	Recommend the amended Risk Management Policy for adoption to Town Council	Completed.
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	Completed.
1-26.16	Conclude the probationary period for Mr Rob Nicholson, Services Team – Team Leader.	Completed.

2-26.6 Financial Matters:

a) **Approval of schedule of payments 1st-31st July 2026** (Appendix 1 to these minutes): Members were presented with a Schedule of Payments 1st to 31st July 2026, to a Net Value of £56,507.30 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 2026.

b) **review of Earmarked Reserves (EMRs), including CIL monies:** Members discussed the current EMR values and were reminded that the Internal Auditor had recommended that the list of EMRs be reviewed during the precept planning for 2027-2028. Cllr Roe asked whether CIL monies could be used to purchase the new Supernova being installed at St Aiden's Park with a view to the original monies being returned to the budget for alternative uses. The Clerk advised that the Supernova was to be purchased from the appropriate EMR, as per the Council's resolution, and therefore any unused monies would be returned to the EMR and could only be used for matters covered by that EMR. It was agreed that the use of CIL monies should be considered during committees' precept planning meetings.

2-26.7 Review of the following policies: Fixed Assets, GDPR Policy, Maternity Leave, Paternity Leave, Records Retention (GDPR), Safeguarding, Shared Parental Leave

Members discussed and agreed that there were no changes required to the Fixed Assets, GDPR Policy, Paternity Leave, Records Retention (GDPR), Safeguarding, Shared Parental Leave policies. Only minor administrative changes were required for the Maternity Leave policy.

It was **RESOLVED** to recommend minor changes to the Maternity Leave policy at the next Town Council meeting and that no changes were required to the Fixed Assets, GDPR Policy, Paternity Leave, Records Retention (GDPR), Safeguarding, Shared Parental Leave policies.

2-26.8 To review the committee membership structure for all committees

Members were asked to consider whether to restrict membership to all its committees, excluding Personnel which was already restricted to 5 Members. This practice had been previously adopted by the Council and had only been changed when the Council's meeting frequency schedule was changed. Now that the meeting schedule and committee structure was in its third year of operation, the F&P committee should review whether the changes were effective.

Initially there had been 14 or 15 Members on most committees after the meeting frequency schedule changed but this had slowly dwindled and was now showing membership of 9 on C&P, 10 on E&O, and 8 on F&P. Notwithstanding that the Council currently had 2 councillor vacancies, these numbers showed that committees were at risk of not being quorate at meetings if not every member was in attendance; without restrictions in place, the committees quorate was one third of the council's membership (18). Members discussed this and felt that restrictions on membership should be reconsidered to prevent meetings from being cancelled due to not being quorate.

Cllr Roe also raised non-councillors and the ability of the C&P committee to address their individual needs within the current meeting frequency schedule; at this time there are 3 non-councillors on the C&P committee. The Clerk confirmed that prior to the changes to the meeting structure there had been 6 non-councillor members; those who left had been asked why they no longer wished to be a part of those meetings and had cited that there were too many agenda items that they felt weren't relevant to their organisations and did not see attending these meetings as the best use of their time. Cllr Roe asked Members to consider if now would be the right time for the C&P committee to form a Community Engagement Group that could engage fully with a wider reach of the North Hykeham community groups. These groups could be joined by anyone, and this would allow for them to join when they have specific needs of engagement with the council. This group could meet any time of day or night, to suit the needs of those in the group or wishing to seek out engagement with the Council and reports from those meetings could be covered under one agenda item at C&P meetings. Members discussed various ways that community groups could engage with the council, e.g. using the public session at the start of meetings, or a more informal approach.

It was **RESOLVED** that a proposal be made at the next Town Council meeting that the membership of all committees (excluding Personnel) be restricted to a membership of 9 councillors, and that there should be at least one representative from each committee on the F&P committee.

It was further **RESOLVED** to make a proposal at the next Town Council meeting that a new Community Engagement Group is formed to engage with the wider community outside of formal council meeting settings and that C&P be returned to a committee with only councillor membership.

2-26.9 Consideration of the fee for Taylor's Fair to use the Village Green 6th – 12th October 2026

Taylor's Fair had requested to use the Village Green 6-12 Oct, although a completed application form was still awaited so the dates were not yet confirmed. Members discussed the fair's attendance in town over previous years and agreed that the bond should still cover that all posters advertising the fair were removed after the event and that the fair uses materials to prevent damage to the Village Green. It was also agreed that any use of the Village Green was subject to suitable weather conditions at the time.

It was **RESOLVED** to allow Taylor's Fair to use the Village Green for a week (dates to be confirmed) for a fee of £500 and a refundable bond of £250 with the same conditions as in previous year, and an additional caveat that any damage to the Village Green must be made good by the fair owners and at their cost.

2-26.10 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.

2-26.11 To consider a quotation for the renewal of the council's gas and electricity contracts across all assets

A quotation was provided by the council's energy broker to compare prices from 3 energy suppliers. Members discussed the quoted prices and the renewal of the utility contracts, with a mind as to the best value for public monies and management of risk.

It was **RESOLVED** to take the middle quotation (EDF) which offered value for money with a well-known/large reputable energy supplier for a 36-month contract.

2-26.12 Consideration of a refund with regards to an interment of ashes in 2024

The circumstances surrounding a request for a financial reimbursement after a request for a full coffin burial had been refused due to water in the grave in 2024 and so an interment of ashes had instead taken place in a pre-existing double-depth grave were discussed in detail. Councillors received evidence that the council's operating procedures at the time had been followed and were satisfied that the deed had been fulfilled in line with those procedures.

It was **RESOLVED** that there were no grounds for any financial reimbursement.

2-26.13 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee.

Members were informed that the Personnel sub-committee meeting had included:

- confirmation of the appointment of Mrs Iona Edwards as the Admin Assistant
- a request for the council to consider conducting staff
- renewal of a Flexible Working agreement
- generation of a new staff Performance Appraisal Review document and process

The meeting closed at 7.54pm.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
2-26.7	Changes to the Maternity Leave Policy be recommended for adoption by Town Council	Town Council	September 2026
2-26.8	Proposal to Town Council regarding membership of all committees and the creation of a new Community Engagement Group	Town Council	September 2026
2-26.9	Confirm booking for use of Village Green by Taylor's Fair	Admin Assistant	31st August 2026
2-26.11	Accept a quote for utilities to be renewed which offered value for money with a well-known/large reputable energy supplier for a 36-month contract	Town Clerk	10th September 2026
2-26.12	Confirm to applicants that the council's decision that there are no grounds for any financial reimbursement	Cllr Nnamdi	31st August 2026

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

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

Date Paid	Payee Name	Amount Paid		Transaction Detail
01/07/2026	Shred-it Limited	£	88.13	Confidential Waste
06/07/2026	UK Fuels Limited	£	38.79	Unleaded
08/07/2026	British Telecommunications	£	759.35	Phone and Broadband
08/07/2026	Peninsula	£	21.83	EAP 542120
08/07/2026	Asda	£	45.44	Daily consumables
09/07/2026	Amazon	£	72.34	Charger Cables
09/07/2026	Amazon	£	10.98	Fountain pen ink converter
09/07/2026	Amazon	£	229.37	Phone cases, shackles
09/07/2026	Amazon	£	109.98	Road signs
09/07/2026	Lincolnshire Association of Lo	£	336.00	Cemetery Training
09/07/2026	Sign Centre (Lincs) Limited	£	672.00	Dogs on Leads signs
09/07/2026	WCF Chandlers Fuel Oil Distrib.	£	878.47	Diesel for tank
09/07/2026	Selmec (Lincoln) Ltd	£	282.10	Replace kitchen light fitting
09/07/2026	Selmec (Lincoln) Ltd	£	555.60	Boiler service
09/07/2026	LP Fabrications Ltd	£	108.00	Rocking horse repair
09/07/2026	AGRIGEM LTD	£	25.31	Credit on invoice 397402
09/07/2026	Glasdon UK Limited	£	1,090.21	Lowther Seat and Plaque
09/07/2026	H. S. Jackson & Son (Fencing)	£	53.40	Hinge
09/07/2026	Grassmats Ltd	£	457.20	Rubber Grass Mat
09/07/2026	Peninsula	£	478.62	Emp services 524224
09/07/2026	Vodafone Ltd	£	320.48	Mobile phones to 110626
10/07/2026	Asda	£	14.84	Consumables - cleaning
11/07/2026	DVLA	£	360.00	12mths Veh.tax AJ24 FYA
11/07/2026	DVLA	£	360.00	12mths Veh.tax AJ23 ZLN
11/07/2026	G Killingsworth	£	22.00	Mileage 30/06/26
11/07/2026	DVLA	£	360.00	12mths Veh. Tax AJ24FYA
11/07/2026	DVLA	£	360.00	12mths Veh. Tax AJ23 ZLN
11/07/2026	Santander Corporate Current AC	£	1,086.00	Card top-up
14/07/2026	Max Speilman	£	1.50	Cllr photos x 2
15/07/2026	Vistaprint B.V.	£	63.14	Photo
15/07/2026	TotalEnergies Gas & Power Ltd	£	213.48	Gas 31 May - 30 Jun 2026
16/07/2026	Santander UK PLC	£	52.34	Bank charges CB1 01-30/06/26
16/07/2026	Santander UK PLC	£	30.00	Bank Charges CB2 31/5-30/6/26
16/07/2026	Santander UK PLC	£	4.80	Bank charges CB6 1-30/06/26
16/07/2026	TotalEnergies Gas & Power Ltd	£	399.96	Elec Hub 01 Jun - 30 Jun 2026
17/07/2026	Post Office	£	9.95	Tracked mail
17/07/2026	Canva UK Operations Ltd	£	13.00	Subscription
20/07/2026	TotalEnergies Gas & Power Ltd	£	146.49	Elec VG 01 Jun - 30 Jun 2026
20/07/2026	TotalEnergies Gas & Power Ltd	£	139.61	Gas Hub 01 Jun - 01 Jul 2026
20/07/2026	UK Fuels Limited	£	78.50	Diesel AJ23ZLN

20/07/2026	Mobilize Financial Services	£	215.20	Lease
21/07/2026	TotalEnergies Gas & Power Ltd	£	1,126.00	Electricity - CO
21/07/2026	npower Business Solutions	£	258.58	UMS 010626 - 300626
21/07/2026	Peninsula	£	99.49	Monthly subs Noise assessment
22/07/2026	Piccolino	£	66.00	Subsistence x 2 - trg
23/07/2026	Turtle Bay	£	48.00	Subsistence x 2 - trg
23/07/2026	RSG Reptiles	£	280.00	Reptile Handling 19/07/2026
23/07/2026	Funhouse Bouncy Castles	£	1,200.00	Summer Sunday 19/07/2026
23/07/2026	Pink Unicorn Face Painting	£	135.00	Summer Sunday 19/07/26
23/07/2026	Non-Stop Kids Entertainment	£	229.00	Summer Sunday 16/08/26
23/07/2026	Singleton Event Services Ltd	£	388.80	Medic event cover 19/07/26
23/07/2026	Disco Inferno	£	450.00	Band 19/07/2026
23/07/2026	Loos 4 u	£	546.00	Summer Sunday 17/07/2026
24/07/2026	Marstons	£	28.95	Subsistence x 2 (trg)
24/07/2026	Salaries	£	20,711.89	July26 Salaries
24/07/2026	HMRC	£	8,359.98	PAYE/NI Jul26
24/07/2026	Nest Pensions	£	4,050.44	Pensions Jul26
27/07/2026	The Snogs	£	350.00	Summer Sunday 17/07/26
27/07/2026	Anglian Water Business (Nation	£	36.11	Water
28/07/2026	Hykeham DIY	£	12.99	Outdoor Tap
28/07/2026	Hykeham DIY	£	2.50	Tape
28/07/2026	Hykeham DIY	£	12.49	Window cleaner & tape
28/07/2026	Hykeham DIY	£	20.98	Brush & Wood Stain
28/07/2026	Hykeham DIY	£	114.72	Paint brushes, paint, bucket
28/07/2026	Hykeham DIY	£	32.95	Sanding discs & paper
28/07/2026	Hykeham DIY	£	37.98	Wood stain
28/07/2026	Hykeham DIY	£	73.94	Daily consumables
28/07/2026	Hykeham DIY	£	19.96	10mm Link
28/07/2026	Hykeham DIY	£	24.99	Paint
28/07/2026	Kram Cleaning	£	1,352.00	Office Cleaning
28/07/2026	Viking	£	217.52	Bags and other stationary
28/07/2026	Whites of Lincoln Ltd	£	201.00	Maintenance
28/07/2026	KOMPAN LTD	£	131.40	Consumables
28/07/2026	Screwfix Direct Ltd (Trade UK)	£	268.90	Consumables
28/07/2026	Screwfix Direct Ltd (Trade UK)	£	174.99	Consumables
28/07/2026	Amazon	£	39.01	Mobile Phones
28/07/2026	Air IT Limited	£	942.48	Monthly MSA
28/07/2026	Ripon Farm Services Ltd	£	32.98	Maintenance
28/07/2026	Amazon	£	74.98	Banner Kit
28/07/2026	aadefib.com	£	318.00	Defibrillator
28/07/2026	Shred-it Limited	£	88.13	Shredding
28/07/2026	Dexel Tyre & Auto Centre	£	134.40	Credit against INV 12I0001246
28/07/2026	Spaldings	£	35.93	Consumables
28/07/2026	Lincolnshire Association of Lo	£	270.00	Training
28/07/2026	Hykeham DIY	£	5.00	Consumables
28/07/2026	Hykeham DIY	£	31.96	Consumables
28/07/2026	Screwfix Direct Ltd (Trade UK)	£	264.88	Consumables
29/07/2026	Mrs M Parker	£	135.30	Mileage Jul26

29/07/2026	Quattro Products Ltd	£	264.00	Wetpour repair kit
29/07/2026	Anglian Water Business (Nation	£	334.48	Service Agreement
29/07/2026	Post Office	£	9.95	Deeds transfer
30/07/2026	ADOBE Systems Software Ireland	£	16.64	Subscription
30/07/2026	Portland Tools (1998) Ltd	£	20.00	Number plates
30/07/2026	Badgemaster Ltd	£	22.22	Name badges
30/07/2026	E. ON Energy Solutions Limited	£	1,320.00	Replace lights on VG
30/07/2026	Ripon Farm Services Ltd	£	300.00	Seeder
31/07/2026	Currys Group Limited	£	219.00	Fridge
	Total Payments:	**£**	**56,507.30**	