North Hykeham Town Council

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

Councillors Present: C Briggs (Chair), A Cruickshanks, J Holt, G Killingsworth, M Lofts, C Nnamdi, K Sampson, P Wray (non-committee Member)

In Attendance: Mrs M Parker – Town Clerk

3-25.1 Apologies for absence and acceptance of reasons given to the Clerk in advance of the meeting

In the absence of the committee's Chair, Cllr Briggs as Vice Chair chaired the meeting. He asked Members welcomed Cllr Wray to the meeting and proposed that he be permitted to join the meeting and be given voting rights.

It was **RESOLVED** for Councillor Wray to join the meeting and be afforded voting rights.

The Clerk presented apologies of absence from Cllrs Marshall and Roe.

It was **RESOLVED** to accept Apologies for absence and reasons given for Councillors Marshall and Roe.

3-25.2 Receipt of any Declaration of Members' Interests under the Localism Act 2011

No Declarations of Interest were made.

3-25.3 Notes of the Finance & Policy Committee meeting held on 21st August 2025 to be approved as Minutes

It was **RESOLVED** to accept the Notes of the Finance and Policy Committee meeting held on 21st August 2025 as a true record of the meeting and were signed as the Minutes accordingly.

3-25.4 Chair's Items

Cllr Briggs had no items to raise.

3-25.5 Correspondence and Clerk's Items

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

Item No:	Action	Updates
2-25.7	Create a new EMR for ICT Infrastructure and to move £20,000 from General Reserves to the EMR	Completed
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.	Ongoing
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, Tuesday 26th August 2025 to Tuesday 9th September 2025	Completed

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.	Completed
2-25.11	Monies to the total of £439 be made available, upon receipt of expenditure, to the NHTTA from the Twinning EMR	Paid
2-25.12	Subscribe to AI GovAssist for a full licence for a year for the Town Clerk	Completed
2-25.13	Subscribe for one year to the Breakthrough Communications Council Hive	Completed
2-25.14	Provide information as to the condition of CCTV systems to the committee during the precepting period	Ongoing
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	Ongoing

3-25.6 Financial Matters:

a) **Approval of schedule of payments** (Appendix 1 to these minutes): Members were presented with a Schedule of Payments 1st to 30th September 2025 to a Net Value of £85,998.93, to review and consider for approval.

It was **RESOLVED** that the council pays the demands listed on the Schedule of Payments 1st to 30th September 2025.

b) **review of budgets v actual and EMRs:** Members noted that the budgets were adjusted as the year progressed, due to the new Chart of Accounts being used since April 2025, and that there were no matters of concern to raise as budgets were not overspent. EMR values were also noted.

c) **review of the banking mandates:** The Clerk advised that more councillors were needed to be placed on the banking mandates and be given access to the online banking apps for authorisations. Members discussed the matter and it was suggested that perhaps the council could set the terms for councillors being placed on the mandates to align to the council's 4 year term of office. It was agreed that this would be carried forward to the next meeting for further discussion and to confirm additions to the mandates.

3-25.7 Review of the following policies and documents: Exclusive Rights of Burial Policy, Non-Councillor Members Policy, Community Engagement Policy (from C&P), and Tree and Hedgerow Management policy (from E&O)

- **Exclusive Rights of Burial (ERoB) Policy:** There had been no matters raised during the last 6 months with regards to the use of the ERoB policy. However the Clerk provided details of a new request from a deed holder for an ERoB refund which was not as a result of the changes to the types of burials currently permitted in the cemetery and therefore not covered by the policy. Members discussed the policy and the new request before agreeing that the ERoB policy needed to be expanded to cover alternative reasons for refund requests than those currently listed in the policy, and that this review should be undertaken by E&O. Cllr Killingsworth offered to look at the policy and provide a draft at the next E&O committee meeting.

With regards to the new refund request, as this was not an agenda item at this meeting and could not, therefore, be legally resolved upon it was felt that this should be dealt with soonest, at the next available meeting in the council's schedule.

It was **RESOLVED** that the individual request for an ERoB refund which falls outside of the current ERoB Policy be placed as an agenda item for the full council to discuss at its meeting on the 13th of November 2025.

It was **RESOLVED** that the Exclusive Rights of Burial Policy should be reviewed by the Estates and Operations committee to include provision for reasons for refunds other than those covered by the current policy.

- **Non-Councillor Members Policy:** There were no changes to the policy recommended.

- **Community Engagement Policy:** The reviewed/updated policy generated by the Community & Planning committee was presented to Members.

It was **RESOLVED** to present the Town Council with the reviewed Community Engagement Policy with a recommendation that it be adopted.

- **Tree and Hedgerow Management Policy:** The new policy drafted by the Estates and Operations committee was presented to Members.

It was **RESOLVED** to present the Town Council with the draft Tree and Hedgerow Management Policy with a recommendation that it be adopted.

3-25.8 Development of the following policies: Sexual Harassment Policy and Carers' Leave

Members had received copies of the new draft policies for Sexual Harassment and Carer' Leave. It was felt that both documents were concise and provided succinct policies for the town council.

It was **RESOLVED** that the draft Sexual Harassment Policy and the draft Carers' Leave Policy be presented to the Town Council with a recommendation that they be adopted.

3-25.9 Consideration of the first draft of the council's Precept Planning for the financial year 2026-27, to include the F&P committee's 5-year plan and draft precept plans from the E&O and C&P committees

Members had had sight of the draft plan in advance of the meeting. The plan contained all inclusions from committees' 5-yr plans, for F&P to review and prepare a first full draft for Town Council to consider at its November meeting.

The draft plan indicated a precept requirement of £1.28m, which included £300k for a new skatepark, an additional £65k for playground equipment, and £15k for new Christmas lights and additional trees for around the town. The Clerk clarified that whilst these particular items had been resolved upon by committees and that they should come from Earmarked Reserves, they were not items set in the committees' current 5-yr plans and therefore had no detailed costings as yet. She reminded Members that there was over £720k already held in the council's EMRs and advised that it was estimated that the council's General Reserves would be no more than £360k for operating purposes by the end of the current financial year. Members were also reminded that the council should hold approximately 6 months of its annual precept in General Reserves, in line with Audit guidelines, which would mean there would be no capacity to move monies across to EMRs to meet these additional requirements; these figures had been shown within the draft precept to allow F&P to review the council's financial commitments, as per its delegated powers.

It was questioned how the requirement for £300k for the skatepark had been reached. Cllrs Cruickshanks and Briggs advised that the estimated costs to build a new skatepark were £650 per m^2 and on this basis the area proposed for development would see a cost of between £300k-£400k. They added that whilst it was hoped the new skatepark would be covered by grant funding, it could not be guaranteed and so council should consider placing monies in an EMR to ensure the project could be completed.

Members reviewed the current EMR allocations and the council's priorities and discussed various options as to how to repurpose these monies to be able to support the wishes of the committees.

It was **RESOLVED** that the £380k for uncosted items be removed from the draft precept plan that would be presented at the next Town Council meeting and that the following changes be recommended to be made to the EMRs to provide monies for projects in the 2026/2027 financial year:

£300k from EMR 328 Community Hub Development to EMR 324 Skatepark
£65k from EMR 328 Community Hub Development to EMR 322 Playground equipment
£15k from EMR 329 Strategic Development to a new EMR for Christmas Lights and Trees

3.25.10 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.

3-25.11 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee.
Cllr Killingsworth confirmed that he had been elected as the new Chair of the Personnel sub-committee after the recent amendment to Standing Orders, and that Cllr Wray had been elected as Vice Chair of the Personnel sub-committee. Cllr Killingsworth confirmed that the following had been discussed/resolved upon at their last meeting: -

- Considered a request from staff for air conditioning to be fitted to a fleet vehicle – request refused as provision was made in other fleet vehicles and by carefully planned management of staffing hours during periods of high temperatures.
- Provision for Workplace Noise Monitoring – approved for contractor service
- Christmas Lunch for staff – payment approved via the Catering budget
- Permanent increase in hours for Maintenance Technician – approved to increase to 29hrs pw from 1st November 2025

The meeting closed at 8.10pm.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
3-25.7	request for an ERoB refund which falls outside of the current ERoB Policy be	Town Clerk	Next TC Meeting

	placed as an agenda item for the Town Council to discuss at its meeting on the 13th of November 2025.		
3-25.7	Exclusive Rights of Burial Policy to be reviewed for the next Estates and Operations committee meeting.	Deputy Clerk, Cllr Killingsworth, E&O Committee,	Next E&O meeting
3-25.8	The draft Sexual Harassment Policy and the draft Carers' Leave Policy be presented at the next Town Council meeting.	Town Council	Next TC meeting

Appendix 1 – Schedule of payments to 1st – 30th September 2025

North Hykeham Town Council 2025/2026

Schedule of Payments 01-30 September 2025

Date Paid	Payee Name	Amount Paid		Transaction Detail
01/09/2025	UK Fuels Limited	£	65.18	Fuel
08/09/2025	Public Work Loan Board	£	11,136.01	Loan repayment
08/09/2025	Peninsula	£	21.83	HR Services
08/09/2025	Vodafone Ltd	£	277.35	Mobile phones to 10Aug25
09/09/2025	Peninsula	£	478.62	HR Services
09/09/2025	PHS Group	£	112.03	Sanitary serv. CO12/9-11/12/25
09/09/2025	Asda	£	77.15	Daily consumables
09/09/2025	Max Speilman	£	0.70	Photo printing
10/09/2025	The Workplace Depot	£	139.27	Impact protectors x 7
11/09/2025	MEC Recycling Ltd	£	60.00	Recycling
11/09/2025	Breakthrough Communications &	£	1,802.40	Annual Community Hive subs
11/09/2025	Screwfix Direct Ltd (Trade UK)	£	24.99	Hardware
11/09/2025	Viking	£	106.92	Daily consumables
11/09/2025	Cloudy IT	£	658.80	Annual GovAssist Software Licence
11/09/2025	Stance Security	£	221.18	Security - Aug Summer Sunday
11/09/2025	Selmec (Lincoln) Ltd	£	160.50	Electrical repair/call out
11/09/2025	Air IT Limited	£	7,848.00	IT Licence
11/09/2025	Singleton Event Services Ltd	£	340.80	Medic Cover Summer Sunday Aug25
11/09/2025	UDCS Ltd Demolition Specialist	£	7,680.00	Skatepark Demolition
11/09/2025	Vic Group	£	140.28	Equipment Hire
11/09/2025	Screwfix Direct Ltd (Trade UK)	£	11.45	Hardware
11/09/2025	Proludic Limited	£	164.40	Play equipment replacement parts
11/09/2025	Screwfix Direct Ltd (Trade UK)	£	42.47	Workwear & cable ties
11/09/2025	Hykeham DIY	£	12.99	Plumbing
11/09/2025	Hykeham DIY	£	55.95	Paint materials
11/09/2025	GLL	£	50.37	Photocopier costs (Library)
11/09/2025	MEC Recycling Ltd	£	60.00	Green waste disposals
11/09/2025	Todds of Lincoln	£	6,768.00	Chambers furniture
11/09/2025	Viking	£	184.78	Consumables
11/09/2025	Kram Cleaning	£	1,274.00	Office Cleaning - CO and Hub
11/09/2025	Air IT Limited	£	524.40	IT monthly MSA
11/09/2025	Freedom Fire & Security	£	544.18	Annual Maintenance CCTV
11/09/2025	Freedom Fire & Security	£	90.00	Call out
11/09/2025	E.ON Energy Solutions Limited	£	711.00	Street Lights repairs
11/09/2025	British Telecommunications	£	655.45	Phone /Broadband Aug 25
11/09/2025	Coop	£	3.00	Dishwasher tablets
15/09/2025	Alive Church Lincoln	£	100.00	Event deposit refund 280525
15/09/2025	Acts Trust	£	100.00	Event deposit refund (140825)
15/09/2025	Mr S Kime	£	225.00	ERoB refund
15/09/2025	North Hykeham Twinning Assoc.	£	939.00	Denzlingen guests Sept25
15/09/2025	UK Fuels Limited	£	107.21	Fuel
15/09/2025	Apogee Corporation Ltd	£	228.47	Photocopier costs + rent
15/09/2025	PHS Group	£	117.18	Sanitary Serv Hub18/9-17/12/25
16/09/2025	Santander UK PLC	£	35.29	Bank charges 1-31 Aug25
16/09/2025	Santander UK PLC	£	30.00	Bank charges 31/07-31/08 2025

16/09/2025	Santander UK PLC	£	1.20	Bank Interest 01-31Aug25
17/09/2025	Canva UK Operations Ltd	£	13.00	Monthly subs Sept25
17/09/2025	Amazon	£	25.76	Cargo Safety Net
18/09/2025	Mobilize Financial Services	£	215.20	Kangoo monthly lease
22/09/2025	UK Fuels Limited	£	84.32	Fuel AJ24 FYA
23/09/2025	TotalEnergies Gas & Power Ltd	£	152.56	Electricity VG
23/09/2025	TotalEnergies Gas & Power Ltd	£	501.81	Electricity Hub
23/09/2025	TotalEnergies Gas & Power Ltd	£	640.92	Electricity CO
23/09/2025	PHS Group	£	85.49	Annual Duty Of Care
24/09/2025	Salaries	£	19,933.92	Salaries Sept25
24/09/2025	LCC Pension Fund	£	823.65	WYPF Sept25
24/09/2025	Nest Pensions	£	3,456.47	Nest pensions Sept25
24/09/2025	HMRC	£	7,677.85	PAYE/NI Sept25
25/09/2025	Local Heroes	£	400.00	Summer Sunday band 210925
25/09/2025	SoulFX	£	350.00	Summer Sunday band 210925
25/09/2025	Acorn Timber	£	280.80	Timber
25/09/2025	npower Business Solutions	£	605.06	UMS 1/5/25-31/5/25
25/09/2025	npower Business Solutions	£	263.83	UMS 1/6/25-30/6/25
25/09/2025	npower Business Solutions	£	315.50	UMS 1/7/25-31/7/25
25/09/2025	npower Business Solutions	£	402.74	UMS 1 Aug - 31 Aug
25/09/2025	PHS Group	£	85.49	Annual Duty Of Care
26/09/2025	TotalEnergies Gas & Power Ltd	£	163.43	Hub Gas 30/07/25-31/08/25
29/09/2025	UK Fuels Limited	£	63.76	Fuel AJ23 ZLN
30/09/2025	ADOBE Systems Software Ireland	£	16.64	Monthly Subs 28/9-27/10/25
30/09/2025	MEC Recycling Ltd	£	210.00	Green Waste
30/09/2025	Hykeham DIY	£	3.99	Hardware
30/09/2025	Selmec (Lincoln) Ltd	£	411.60	Annual Outlet Inspection
30/09/2025	The Motifs Co. Ltd	£	1,172.10	Workwear
30/09/2025	MKM B.S (Lincoln) Ltd	£	54.38	Paving Slabs
30/09/2025	Screwfix Direct Ltd (Trade UK)	£	22.99	Padlock
30/09/2025	Screwfix Direct Ltd (Trade UK)	£	23.30	Consumables
30/09/2025	Screwfix Direct Ltd (Trade UK)	£	17.77	Consumables
30/09/2025	Lindum Group Ltd	£	36.00	Out of Hours calls
30/09/2025	SRP Hire Solutions Ltd	£	840.00	Summer Sunday 210925 Toilet Hire
30/09/2025	Singleton Event Services Ltd	£	340.80	Summer Sunday First Aid 21.09.25
30/09/2025	Lincolnshire Association of Lo	£	126.00	Training
30/09/2025	RSM Maintenance LTD	£	900.00	Hedge cutting
30/09/2025	Harris safety Training	£	54.00	Harness Hire for training 1/10
30/09/2025	SRP Hire Solutions Ltd	£	840.00	Event Toilets 17/08/25
	TOTAL:	**£**	**85,998.93**	