



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 03/25
held on Thursday 16th October 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 |

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| 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's 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 m² 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 uncoded 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 |
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| 3-25.7 | request for an ERoB refund which falls outside of the current ERoB Policy be | Town Clerk | Next TC Meeting |

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| | 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 |

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|---------------|--------------------------------|----------|------------------|----------------------------------|
| 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 | |