



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 03/26
held on Thursday 15th October 2026 at 7pm



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

In Attendance: Mrs M Parker – Town Clerk
Mrs E Whittle – Deputy Clerk
Mrs E Williams – Assistant Clerk
Mrs I Edwards – Admin Assistant

3-26.1 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 Samways.

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

3-26.2 Receipt of any Declaration of Members' Interests under the Localism Act 2011
No Declarations of Interest were made.

3-26.3 Minutes of the Finance & Policy Committee meeting held on 20th August 2026 to be approved
It was **RESOLVED** to accept the draft Minutes of the Finance and Policy Committee meeting held on 20th August 2026 as a true record of the meeting and were signed as the Minutes accordingly.

3-26.4 Chair's Items
Cllr Roe had no items to raise.

3-26.5 Correspondence and Clerk's Items
The Town Clerk had no correspondence. She presented the following items to be noted: -

- Latest cyber security report on NHTC's systems Jul26 – Sept26 – no areas of concerns raised;
- CIL monies to the value of £4325.02 received for the period Apr-Sept26.

Updates from the last meeting were noted by Members as:

Item No:	Action	Updates
2-26.7	Changes to the Maternity Leave Policy be recommended for adoption by Town Council	Completed Sept26
2-26.8	Proposal to Town Council regarding membership of all committees and the creation of a new Community Engagement Group	Completed Sept26
2-26.9	Confirm booking for use of Village Green by Taylor's Fair	Completed Aug26
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	Completed Aug26

2-26.12	Confirm to applicants that the council's decision that there are no grounds for any financial reimbursement	Completed Sept26
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3-26.6 Financial Matters:

- a) **Approval of schedule of payments 1st-30th September 2026** (Appendix 1 to these minutes): Members were presented with a Schedule of Payments 1st to 30th September 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 30th September 2026.

- b) **budget v actual to 30th September 2026:** Members were presented with the latest budget v actual comparables. With no areas of concern raised, these were noted.

3-26.7 Review of Earmarked Reserves, considering financial preparations for 2027/2028

Members discussed the Internal Auditor's recommendation to review the amount monies held in General Reserves and to allocate more monies to Earmarked Reserves (EMRs) to meet the government's expectations of the maximum monies held in General Reserves being no more than 3-6 months of the Council's annual precept. Members reviewed the current list of EMRs and considered whether there was a need for any new EMRs to be created.

It was felt that that new EMRs should be raised to cover the following:

- with the council now owning its 3 vehicles and a tractor, a new EMR would ensure major/unforeseen costs that may be incurred for their maintenance be able to be met, whilst reducing future large precept needs for replacement vehicles;
- a new Buildings Maintenance EMR to allow for unforeseen matters to be addressed proactively and timely;
- the current Chains of Office only has 3 years remaining on it for new inscriptions and the Honours Board displayed in the foyer at the Civic Offices would also need to be replaced within the next 3-5 years

It was **RESOLVED** to create the following new EMRs as well as adding monies to some existing EMRs:-

New EMRs:-

Vehicles – £50k

Buildings Maintenance – £60k

Civic Regalia - £25k

Existing EMRs:-

345 - Grounds Maintenance – £40k

346 – Arboriculture services – £15k

325 - Elections – £20k

328 – Community Hub development - £50k

341 – ICT Infrastructure - £30k

331 – Streetlights - £10k

3-26.8 **Review of the following policies: Co-option, Non-councillor Members, Cemetery**

Members were asked to review the Non-councillor Members policy and its potential restrictions, particularly considering the council's decision to reduce Councillor membership on committees to 9 from May 2027 thus resulting in only 2 Non-councillor Member vacancies on any committee.

Members discussed whether the policy provided what the council needed with regards to external engagement, noting that the Community and Planning committee (C&P) would now be further investigating more accessible ways of engaging with the community. Options such as councillor clinics as the Summer Sunday events had suggested that people didn't want engagement without a purpose. It was suggested that informal group sessions could be hosted to invite the community to meet with a group of councillors every 3 months with perhaps a semi-formal agenda to show what the council wanted to discuss with the community as much as what the community had raised topically with the council. It was suggested that these meetings could be far less formal and not necessarily held on council premises. The ideas from those meetings would go to the relevant committees for councillors to discuss further.

It was suggested that it could be difficult having non-councillor members at meetings as the restrictions in the policy (and legislation) didn't get them much options for voting as they could not affect council processes, procedures, asset management or council expenditure which was the vast majority of discussions at committee meetings.

The Deputy Clerk confirmed that there was great potential to expand community engagement to a wide audience, not all necessitating meetings; e.g. mailing lists/communications.

Cllr Roe proposed that the Town Council no longer needed a non-councillor policy and that it should be removed from May 2027. As there was no seconder, Members discussed this further and felt that it would be preferable to review the effectiveness of the policy in line with the reduction of committee membership and the resulting reduction of non-councillor vacancies from May 2027.

It was **RESOLVED** to review the Non-Councillor policy in line with the reduction of committee membership and the resulting reduction of non-councillor vacancies after May 2027.

Members discussed the small changes to the Cemetery Policy as requested by the Estates and Operations committee, revolving around clarification of evidential documentation and adjustments to the timeline for the formation of an appeals panel.

It was **RESOLVED** to recommend the adoption of the changes to the Cemetery Policy to the Town Council.

There were no recommended changes to the Co-option policy.

3-26.9 **Review of the hire charges for and the conditions of use of town council owned buildings**

Members discussed the opportunities for room hire and premise hire offered by the town council and the prices currently set. It was considered whether the Civic Office Chambers could be offered for free use, between 9am and 3pm Monday to Friday when the Civic Offices would be open to the public, for non-profit organisations, non-political organisations, and organisers of events which directly benefit the community of North Hykeham. Members also considered whether the rental of the Village Green space to charities could attract a 50% reduction in the fee for registered charities. Members discussed the current hire charges and made comparisons to fees charged by other nearby facilities.

It was **RESOLVED** to make the following changes to hire charges from November 2026:-

- Non-profit organisations, non-political organisations, or organisers of events which directly benefit the community of North Hykeham may apply to use the Council Chamber (event access will be restricted to 9am and 3pm Monday – Friday) with no charge payable, at the Council's discretion;
- 50% discount for registered charities for the hire of the Village Green only, upon application;
- Room hire fees at both the Community Hub and the Civic Offices, not covered by any of the new changes, would be set at 1 hour = £25 or £15 per hour for a booking of 2 hours or more

3-26.10 Consider a recommendation from the C&P committee to waive the hire fee for the use of the Village Green to an external hirer for a Christmas Lights Switch-On event which will include Town Councillors

The Community and Planning committee (C&P) recommended that the council waive the hire fee for the use of the Village Green for a Christmas Lights Switch-On event in November 2026, to allow a local organisation to host the event which town councillors would also be attend.

It was **RESOLVED** that the hire fee for the use of the Village Green by a local group for a Christmas Lights Switch-On event in November 2026 be waived.

3-26.11 Precept planning for the financial year 2027-2028

Members reviewed the submissions from the C&P and E&O committees, as well as the draft plan for the F&P expenditure for the financial year 2027/28. Cllr Roe questioned the increase of £12k to the C&O Events budgets, which was to cover 3 x Summer Sunday events and 1 x Christmas Fayre and no additional events. He asked Members if they could justify the extra monies/what would benefit be to the community if the council was not doing anything different than in previous years. It was noted that £15k which had been donated to the town council from North Kesteven District Council to enhance community events had been used to increase entertainment at all 4 events in 2026, and which C&P wanted to replicate those events in 2027 but would need to precept for.

Members were made aware that C&P had also considered hosting a different and larger event in 2027 at Witham Fields aimed at reaching a wider audience within the community; however, as this had not been costed fully it had not been included in the precept plans because C&P felt that the 3 x Summer Sunday events and Christmas Fayre would still be the preference of the community. Cllr Roe suggested that a new event in the town would be something new and may appeal to a large number of residents, which may be achievable within the 2027/28 precept currently presented by C&P if the proposed event schedule was reduced by one Summer Sunday (with aspects of that event being incorporated into the new/larger event).

It was **RESOLVED** to recommend to C&P that to justify its proposed increase in expenditure on events in its 2027 precept plans that it amends the event planning for 2027 to 1 x new event at Witham Fields, 2 x Summer Sundays at the Village Green, and a Christmas Fayre at Fen Lane.

3-26.12 Consideration of the Council's current maternity pay provision - Cllr Lofts

Cllr Lofts informed the committee that he had researched maternity policies held by other local councils and identified that some councils offer an enhanced rate of maternity pay - 6 weeks at 90% pay, followed by 12 weeks at 50% pay. It was acknowledged that the town council's policy follows the statutory requirements for maternity pay but does not have enhanced rates of pay listed. Councillors asked what the advantages would be of offering enhanced rates, against the

spending of public monies. Cllr Lofts stated that enhanced rates would show the council to be a better employer and that whilst the council's pay rates are in line with national pay scales the current maternity policy offered nothing more than the statutory requirements. Members questions whether there was any issue in recruiting staff based on the current policy offerings and was any change required. It was agreed that no further actions were required at this time. Cllr Lofts thanked Members for the opportunity to raise the matter and hold a detailed discussion.

3-26.13 To consider whether the 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.

3-26.14 Consideration of a quote to move the council's business from an onsite server to cloud based server
Due to recent power failures, the council's business operating capacity was severely affected for several hours by failures with the on-site serve. Council had previously agreed it would move to cloud based servers instead of replacing the on-site server when the current server reached its renewal point (2027), Members consider a quote to make the move from on-site server to cloud based server.

It was **RESOLVED** to accept the quote from Air IT to move from on-site server to digital cloud-based server at a cost of £7980.00 exc. VAT

3-26.15 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:

- Conclusion of the probationary period for Mrs Emma Williams, Assistant Clerk
- Acceptance of a new Flexible Working Request
- Agreement of the working hours for staff over the Christmas period

The meeting closed at 8.54pm.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
3-26.7	Create new EMRs and add monies to some existing EMRs	Town Clerk	ASAP
3-26.8	Review the Non-Councillor policy in line with the reduction of committee membership and reduction of non-councillor vacancies after May 2027	F&P committee	June 2027
3-26.8	Recommend the adoption of the changes to the Cemetery Policy to the Town Council.	Town Council	November 2026
3-26.9	Publish the changes to hire charges, effective from November 2026	Town Clerk	31 st October 2026
3-26.11	Recommend to C&P that to make event/precept plan adjustments	C&P committee	December 2026
3-26.14	Accept the quote from Air IT to move to digital cloud-based server	Town Clerk	ASAP

Appendix 1 – Schedule of payments to 1-30th September 2026

North Hykeham Town Council 2026/2027 **Schedule of Payments 01-30 September 2026**

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/09/2026	Santander Corporate Current AC	£ 400.00	Card Top-up
04/09/2026	DSG Retail Ltd T/A Currys PC W	£ 77.96	IT EQUIPMENT
07/09/2026	Stance Security	£ 345.60	SECURITY
07/09/2026	Stance Security	£ 345.60	SECURITY
07/09/2026	Screwfix Direct Ltd (Trade UK)	£ 128.89	DAILY CONSUMABLES
07/09/2026	Tucann Community Publications	£ 648.00	NEWSLETTERS
07/09/2026	Air IT Limited	£ 2,280.00	IT
07/09/2026	Air IT Limited	£ 19,107.00	NEW IT EQUIPMENT
07/09/2026	Air IT Limited	£ 528.00	CYBER ESSENTIALS
07/09/2026	E.ON Energy Solutions Limited	£ 186.00	Electrical
07/09/2026	Viking	£ 113.73	CONSUMABLES
07/09/2026	Listers Timber & Builders Merc	£ 184.48	PARK SUPPLIES
07/09/2026	Whites of Lincoln Ltd	£ 450.25	VEHICLE MAINTENANCE
07/09/2026	Graham Bridges Traditional Sig	£ 160.00	SIGNATURE
07/09/2026	Amazon	£ 59.04	Service Tools
07/09/2026	Screwfix Direct Ltd (Trade UK)	£ 37.21	CONSUMABLES
07/09/2026	Air IT Limited	£ 7,848.00	IT LICENSING
07/09/2026	Sign Centre (Lincs) Limited	£ 156.00	Livery Removal
07/09/2026	Kram Cleaning	£ 1,352.00	SERVICE AGREEMENT
07/09/2026	Mark Harrod Ltd	£ 269.66	PITCH EQUIPEMENT
07/09/2026	Lincolnshire Roller Shutters L	£ 150.00	EMERGENCY CALL
07/09/2026	Screwfix Direct Ltd (Trade UK)	£ 49.97	Consumable
07/09/2026	PKF Littlejohn LLP	£ 2,016.00	AGAR
07/09/2026	Public Works Loan Board	£ 11,136.01	LOAN
07/09/2026	UK Fuels Limited	£ 186.44	SERVICE AGREEMENT
07/09/2026	British Telecommunications	£ 759.35	Service Agreement
07/09/2026	R W Tree Services	£ 1,020.00	Ground Maintenance
07/09/2026	R W Tree Services	£ 240.00	Ground Maintenance
08/09/2026	Vodafone Ltd	£ 725.80	SERVICE AGREEMENT
08/09/2026	Peninsula	£ 21.83	SERVICE AGREEMENT
09/09/2026	PHS Group	£ 123.22	Service Agreement
09/09/2026	Peninsula	£ 478.62	Service Agreement
09/09/2026	Asda	£ 15.86	Daily consumables
10/09/2026	Coop	£ 1.50	Twinning Gift wrap
15/09/2026	Quartix Limited	£ 54.00	SERVICE AGREEMENT
15/09/2026	TotalEnergies Gas & Power Ltd	£ 315.86	Electricity
15/09/2026	TotalEnergies Gas & Power Ltd	£ 165.25	SERVICE AGREEMENT
16/09/2026	Santander UK PLC	£ 41.78	Bank Charges CB1 01-31/08/26
16/09/2026	Santander UK PLC	£ 30.00	Bank Charges CB2 31/7-31/8/26
16/09/2026	Santander UK PLC	£ 3.20	Bank Charges CB6 01-31/08/26

17/09/2026 Canva UK Operations Ltd	£	13.00	Advertising
20/09/2026 Asda	£	81.29	Daily Consumables
21/09/2026 Peninsula	£	99.49	Service Agreement - 722633
24/09/2026 Salaries	£	23,819.36	Salaries Sept26
24/09/2026 HMRC	£	11,145.14	PAYE/NI Sept26
24/09/2026 Nest Pensions	£	4,842.16	Nest Pensions
24/09/2026 DWP	£	49.51	DEA EW
24/09/2026 Coop	£	1.55	Daily consumables
25/09/2026 North Kesteven District Council	£	608.00	COUNCIL TAX
25/09/2026 North Kesteven District Council	£	2,947.00	COUNCIL TAX
25/09/2026 North Kesteven District Council	£	3,234.00	COUNCIL TAX
25/09/2026 Amazon	£	6.98	VINYL WRAP
25/09/2026 MEC Recycling Ltd	£	120.00	SERVICE AGREEMENT
25/09/2026 Whites of Lincoln Ltd	£	53.84	VEHICLE MAINTENANCE
25/09/2026 Vic Group	£	78.00	FENCING
25/09/2026 Huws Gray BuildBase	£	663.72	Memorial/Consumables
25/09/2026 Ernest Doe & Sons Ltd	£	49.74	Tractor
25/09/2026 Hykeham Turf and Topsoil	£	160.00	Turf
25/09/2026 Scoundrel Dayz Band	£	500.00	Summer Sunday
25/09/2026 Proludic Limited	£	180.16	Playground Maintenance
25/09/2026 Funhouse Bouncy Castles	£	1,200.00	Summer Sunday
25/09/2026 Singleton Event Services Ltd	£	388.80	Summer Sunday
25/09/2026 Amazon	£	20.12	Twinning
25/09/2026 Amazon	£	29.22	Twinning
25/09/2026 After Hours Band	£	400.00	Summer Sunday
25/09/2026 Firefly	£	378.80	Summer Sunday
25/09/2026 Pestinator (UK) Ltd	£	80.00	Wasps
25/09/2026 Mr Twists	£	220.00	Summer Sunday
25/09/2026 Amazon	£	18.95	Battery service
25/09/2026 Gordon Ellis & Co	£	2,401.15	Planters
25/09/2026 TotalEnergies Gas & Power Ltd	£	139.56	Utilities
25/09/2026 Selmec (Lincoln) Ltd	£	3,975.60	Garage Maintenance
25/09/2026 Coop	£	15.95	Postage - tool calibration
25/09/2026 The Boston Bulb Company Ltd	£	346.49	Hykeham in Bloom
28/09/2026 UK Fuels Limited	£	139.58	Fuel
29/09/2026 PHS Group	£	89.76	Service agreement
29/09/2026 PHS Group	£	89.76	Service agreement
30/09/2026 Santander Corporate Current AC	£	1,000.00	Card Top-up
30/09/2026 ADOBE Systems Software Ireland	£	16.64	Service Agreement
30/09/2026 Bentley Hotel	£	500.00	Deposit for Civic Dinner 2027
Total	£	113,586.31	