



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 04/25
held on Thursday 18th October 2025 at 7pm

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

In Attendance: Mrs M Parker – Town Clerk

4-25.1 Apologies for absence and acceptance of reasons given to the Clerk in advance of the meeting
Apologies for absence and reasons given were presented for Cllr Lofts.

It was **RESOLVED** to accept Apologies for absence and reasons given for Councillor Lofts.

4-25.2 Receipt of any Declaration of Members' Interests under the Localism Act 2011
Cllr Marshall declared an interest in Item 10, as he is an allotment holder in North Hykeham.

4-25.3 Minutes of the F&P Committee meeting held on 16th October 2025 to be approved
It was **RESOLVED** to accept the draft minutes of the Finance and Policy Committee meeting held on 16th October 2025 as a true record of the meeting and were signed as the Minutes accordingly.

4-25.4 Chair's Items
Cllr Roe reminded Members that their role on F&P was not to reflect on resolutions made by or implications on any individual committee but rather that they were to consider the needs and viability of any such resolutions or recommendations on the community of North Hykeham and public monies expenditure.

4-25.5 Correspondence and Clerk's Items
The Clerk had no correspondence or items to present. Updates from the last meeting were noted by Members as:

Item No:	Action	Updates
3-25.7	request for an ERoB refund which falls outside of the current ERoB Policy be placed as an agenda item for the Town Council to discuss at its meeting on the 13th of November 2025.	ERoB policy does allow for this refund application; refund has been made.
3-25.7	Exclusive Rights of Burial Policy to be reviewed for the next Estates and Operations committee meeting.	Not required as ERoB policy covers any refund request.
3-25.8	The draft Sexual Harassment Policy and the draft Carers' Leave Policy be presented at the next Town Council meeting.	Considered at TC meeting 13.11.25

4-25.6 Financial Matters:

- a) **Approval of schedule of payments** (Appendix 1 to these minutes): Members were presented with a Schedule of Payments 1st to 30th November 2025 to a Net Value of £108,144.37, to review and consider for approval.

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

- b) **review of budgets v actual and EMRs**: Members noted that the budgets were being adjusted as the year progressed, due to the new Chart of Accounts being used since April 2025, to help with the budget planning for 2026/27. It was agreed that there were no matters of concern to raise and that any budgets being overspent at this point could be addressed with virements at the next meeting. EMR values were also noted.
- c) **review of the banking mandates**: Following on from the October F&P meeting, Members discussed how to ensure more councillors were placed on the banking mandates and be given access to the online banking apps for authorisations.

It was **RESOLVED** that Cllrs Roe, Briggs, Killingsworth and KG Sampson be the listed councillors on its banking mandates.

4-25.7 To receive the council's 2025-2026 Interim Internal Audit Report:

The Council's Interim Internal Audit had been conducted 18-19 November 2025, the report from which was presented to Members to review in advance of receipt by the full council. Members noted that there were no recommendations or actions for the council to take and that all the actions from the previous year had been considered and completed.

Cllr Roe gave thanks to the Town Clerk and the admin team for their hard work and support in making the changes in the previous year's year end audit come to fruition quickly, which had allowed the Council to move forward.

It was noted that the report would be presented to the full council at its meeting in January 2026.

4-25.8 Consideration of quotes for new utility contracts to run to 2028

Members had received the quotation for utility renewals and discussed the implications. All quotes would see a substantial increase to the costs currently being paid. Currently, supply contracts are due to expire Sept 2026 or Sept 2028.

It was **RESOLVED** that the council should not change any of its utility contracts at this time.

4-25.9 Consideration of the estimated costs to upgrade the council's ICT antivirus scheme as the current N-Able system has reached End of Life

Members were informed that the council's current IT antivirus system has reached its end of life and to meet with the new cyber security regulations there needed to a new provision put in place. As the Council already subscribed to Microsoft 365 Business Premium the Defender antivirus was already accessible so could be used for the new provision, and this would also support the migration from onsite server to Cloud-based operations in the future.

It was **RESOLVED** that the council should accept the quotation from Air IT of £5035.00 to move to the managed EDR powered by Microsoft Defender.

4-25.10 To set the allotment rental fees for January to December 2027

Members considered the current costs for allotments sited on Mill Lane, Sharp Walk, and Chapel Lane.

It was **RESOLVED** that the following allotment fees be in effect from 1st January 2027:-

- Mill Lane and Sharp Wall allotments – Full plot = £88, Half plot = £44
- Chapel Lane allotments - Full plot = £78, Half plot = £39

4-25.11 To consider the council's hire price list for April 2026

The committee discussed the current prices for hiring of town council owned premises and open spaces. The Clerk confirmed that there had not been many bookings for the use of the Community Hub space, which had restrictions on it as the library required 4 weeks advance notice of a closure of the space. Members agreed to monitor the enquiries for bookings as well as the number of bookings over the coming year and may consider a day rate for the hiring of rooms in the future.

It was **RESOLVED** that there be no increases in the rates for the hiring of town council owned premises and open spaces for the coming financial year.

4-25.12 Consideration of a new Social Media Policy, as recommended by the Community & Planning committee

A draft Social Media Policy was presented to the committee, as prepared and recommended by the Community & Planning (C&P) committee, for further consideration.

It was **RESOLVED** to recommend the draft Social Media Policy be adopted by the Town Council.

4-25.13 Review of the Cemetery Policy, as recommended by the Estates and Operations Committee

The Estates and Operations (E&O) committee had reviewed the council's Cemetery Policy, and as well as a few small amendments it also recommended the amalgamation of the council's Exclusive Rights of Burials policy to keep all matters pertaining to the Cemetery in one policy. The F&P committee considered the recommended changes.

It was **RESOLVED** that the reviewed Cemetery Policy be presented to Town Council for consideration to be adopted.

4-25.14 Precept Planning for the financial year 2026-27

Draft precepts prepared by the C&P, E&O, and Personnel committees were reviewed, as well as the F&P committee's own plan, in readiness for a final plan to be presented to Town Council for consideration in setting the Council's 2026/27 Precept Demand. After additions for a new event in 2026 (£1200) and a new EMR for grounds maintenance (£22k), the draft precept demand stood at £910,862 which was a 4.8% increase on the 2025-26 demand and calculated at £7.60 per year for a Band D property in North Hykeham.

It was **RESOLVED** that the draft Precept demand of £910,862 be presented to Town Council for final review and submission to NKDC

4.25.15 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.

4-25.16 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee.

Cllr Killingsworth discussed and confirmed the following staffing changes:-

- Resignation of Lesa Appleyard, Assistant Clerk
- Promotion of Emma Whittle to the role of Assistant Clerk wef 8th Dec
- Appointment of Helen Wall to the role of Admin Assistant wef 8th Dec
- Resignation of David Kellow, Services Team – Team Leader

It was **RESOLVED** to accept all of the staffing changes (as presented above by the Personnel sub-committee), to be presented at the next Town Council meeting for formal ratification.

The meeting closed at 8.10pm.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
4-25.6	Cllrs Roe, Briggs, Killingsworth and KG Sampson be the listed councillors on its banking mandates	Town Clerk	As soon as possible
4-25.9	Accept the quotation from Air IT of £5035.00 to move to the managed EDR powered by Microsoft Defender.	Town Clerk	As soon as possible
4-25.10	Allotment fees wef 1 st January 2027:- <ul style="list-style-type: none">• Mill Lane and Sharp Wall allotments – Full plot = £88, Half plot = £44• Chapel Lane allotments - Full plot = £78, Half plot = £39	Assistant Clerk	January 2026
4-25.12	Recommend the draft Social Media Policy be adopted by the Town Council	Town Council	January TC meeting
4-25.13	The reviewed Cemetery Policy be presented to Town Council	Town Council	January TC meeting
4-25.14	Draft Precept demand of £910,862 be presented to Town Council	Town Council	January TC meeting
4-25.16	Accept all of staffing changes, to be presented at the next Town Council meeting for formal ratification	Town Council	January TC meeting

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

North Hykeham Town Council 2025/2026 **Schedule of Payments 01-30 November 2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/11/2025	UK Fuels Limited	£ 78.20	Fuel AJ23 ZLN
03/11/2025	Anglian Water Business (Nation	£ 36.14	Water cemetery 12/7-11/10/25
07/11/2025	British Telecommunications	£ 955.40	Phones/broadband 1/9-31/10/25
07/11/2025	British Telecommunications	£ 0.58	Phones/broadband 1/9-31/10/25
10/11/2025	UK Fuels Limited	£ 86.40	Annual Fuel Card Charges
10/11/2025	Peninsula	£ 500.45	EAP Monthly subs Nov25
10/11/2025	Hykeham Turf and Topsoil	£ 35.00	Turf
12/11/2025	Quartix Limited	£ 162.00	3mths Tracker rental from 2/10
12/11/2025	Vodafone Ltd	£ 277.35	Mobile phones to 12th Oct25
13/11/2025	Portal Plan Quest Ltd	£ 967.00	Planning submission to NKDC
13/11/2025	Xamax Clothing Company Limited	£ 27.28	Uniform
13/11/2025	Selmec (Lincoln) Ltd	£ 278.40	Electric Maintenance
13/11/2025	Air IT Limited	£ 534.96	Monthly IT subs
13/11/2025	Proludic Limited	£ 13,125.41	Play equipment
13/11/2025	Dexel Tyre & Auto Centre	£ 20.00	Vehicle consumables
13/11/2025	Eurotech Environmental Ltd	£ 195.00	Sewage Tank Hire
13/11/2025	Freedom Fire & Security Maint.	£ 406.50	Annual Maintenance Alarm CO
13/11/2025	Freedom Fire & Security Maint.	£ 78.67	Alarm Maintenance Fen Lane
13/11/2025	Freedom Fire & Security Maint.	£ 90.00	Alarm call out
13/11/2025	Tucann Community Publications	£ 624.00	Newsletter
13/11/2025	Screwfix Direct Ltd (Trade UK)	£ 35.99	Uniform
13/11/2025	Screwfix Direct Ltd (Trade UK)	£ 13.97	Uniform
13/11/2025	Screwfix Direct Ltd (Trade UK)	£ 64.99	Equipment
13/11/2025	Screwfix Direct Ltd (Trade UK)	£ 44.99	Equipment
13/11/2025	Amazon	£ 103.41	PAT Testing kit
13/11/2025	Amazon	£ 152.99	Floodlight battery
13/11/2025	Greenstripe Innovations Limited	£ 185.55	Leaf Blower Repair
13/11/2025	Greenstripe Innovations Limited	£ 18.00	Collection/Delivery
13/11/2025	R P Acoustics Ltd	£ 1,260.00	H&S Noise Assessment
13/11/2025	Plugtest Ltd	£ 72.00	PAT Calibration
13/11/2025	Screwfix Direct Ltd (Trade UK)	£ 8.45	Batteries
13/11/2025	Screwfix Direct Ltd (Trade UK)	£ 73.32	Equipment
13/11/2025	Selmec (Lincoln) Ltd	£ 736.20	Lighting repairs & Callout
13/11/2025	KOMPAN LTD	£ 938.11	Playground Equipment
13/11/2025	Air IT Limited	£ 1,140.00	IT equipment set-up
13/11/2025	Air IT Limited	£ 1,426.75	IT equipment
13/11/2025	Xamax Clothing Company Limited	£ 54.31	Uniform
13/11/2025	Amazon	£ 37.48	Christmas Costumes
13/11/2025	R W Tree Services	£ 864.00	Tree works
13/11/2025	Daniel Charles Aggregates Ltd	£ 8.86	Soil
13/11/2025	Lindum Group Ltd	£ 201.60	Security Services
13/11/2025	Screwfix Direct Ltd (Trade UK)	£ 10.87	Equipment
16/11/2025	Santander UK PLC	£ 57.41	CB1 Bank Charges 01-31Oct25
16/11/2025	Santander UK PLC	£ 30.00	CB2 Bank Charges 30/9-31/10/25

16/11/2025	Santander UK PLC	£	6.00	CB6 Bank Charges 01-31Oct25
17/11/2025	TotalEnergies Gas & Power Ltd	£	858.77	Gas Fen Lane 30/09/25-31/10/25
18/11/2025	Mobilize Financial Services	£	215.20	Vehicle Lease
21/11/2025	Peninsula	£	99.49	HR Services
21/11/2025	TotalEnergies Gas & Power Ltd	£	235.67	Gas-Hub 26/09/25 -03/11/25
21/11/2025	TotalEnergies Gas & Power Ltd	£	690.56	Elec hub -27/09/25-31/10/25
21/11/2025	TotalEnergies Gas & Power Ltd	£	149.55	Elec VG 01/10/25-31/10/25
24/11/2025	Salaries	£	20,192.74	Salaries
24/11/2025	HMRC	£	8,101.29	PAYE/NI Nov25
24/11/2025	LCC Pension Fund	£	759.84	WYPF Nov25
26/11/2025	TotalEnergies Gas & Power Ltd	£	692.34	Elec Hub-01/10/25-31/10/25
27/11/2025	Amazon	£	22.99	Battery Pack
27/11/2025	Freedom Fire & Security Main.t	£	96.00	Batteries -fire alarm
27/11/2025	Greenstripe Innovations Limited	£	203.55	Leaf Blower repair
27/11/2025	Freedom Fire & Security Maint.	£	36.00	Replace battery Civic
27/11/2025	Lincolnshire Association of Lo	£	60.00	Clerk's Networking day
27/11/2025	Proludic Limited	£	12,941.54	Pyramid-Memorial Park
27/11/2025	Proludic Limited	£	34,982.66	Tree Tower -Village Green
27/11/2025	Selmec (Lincoln) Ltd	£	199.50	Shower issue -hub
27/11/2025	Fillingham Christmas Trees	£	264.00	Christmas Trees
27/11/2025	Fillingham Christmas Trees	£	162.00	Christmas Tree
27/11/2025	Hykeham DIY	£	13.98	Consumables
27/11/2025	The Motifs Co. Ltd	£	108.00	Uniform
27/11/2025	Screwfix Direct Ltd (Trade UK)	£	106.20	Equipment
27/11/2025	Amazon	£	145.06	Christmas Lights
27/11/2025	Amazon	£	84.35	Christmas Decorations
27/11/2025	Lincoln Rural Training	£	640.05	EFAAW course
27/11/2025	Xamax Clothing Company Limited	£	65.05	Ballistic trousers
27/11/2025	MEC Recycling Ltd	£	30.00	Green Waste
Total		£	108,144.37	