



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 05/25
held on Thursday 19th February 2026 at 7pm

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

In Attendance: Mrs M Parker – Town Clerk

5-25.1 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 Cllrs Killingsworth, Lofts and K Sampson.

It was **RESOLVED** to accept Apologies for absence and reasons given for Cllrs Killingsworth, Lofts and K Sampson.

5-25.2 Receipt of any Declaration of Members’ Interests under the Localism Act 2011

There were no Declarations of Interests received.

5-25.3 Minutes of the F&P Committee meeting held on 18th December 2025 to be approved

It was **RESOLVED** to accept the draft minutes of the Finance and Policy Committee meeting held on 18th December 2025 as a true record of the meeting and were signed as the Minutes accordingly.

5-25.4 Chair’s Items

Cllr Roe had no items to present.

5-25.5 Correspondence and Clerk’s Items

The Clerk had one item of correspondence to present:

- Unity Trust Bank – reduction in interest rates as of 23.03.26 from Existing rate Gross rate*/AER** 2.10% / 2.12% to 1.95% / 1.96%

The Clerk raised the following items:-

- Continuing to encounter issues with getting new signatories onto the Santander account and getting old signatories off. Ongoing work with Santander at this time
- In accordance with the council’s ICT replacement policy, 3 x desktop computers are being replaced.

Updates from the last meeting were noted by Members as:

Item No:	Action	Updates
4-25.6	Cllrs Roe, Briggs, Killingsworth and KG Sampson be the listed councillors on its banking mandates	Ongoing, as per Clerk’s Item above
4-25.9	Accept the quotation from Air IT of £5035.00 to move to the managed EDR powered by Microsoft Defender.	Rollout of move to managed EDR began w/c 09/02/26

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 	Allotment holders have been informed.
4-25.12	Recommend the draft Social Media Policy be adopted by the Town Council	Completed at TC 08.01.26
4-25.13	The reviewed Cemetery Policy be presented to Town Council	Completed at TC 08.01.26
4-25.14	Draft Precept demand of £910,862 be presented to Town Council	Completed at TC 08.01.26
4-25.16	Accept all of staffing changes, to be presented at the next Town Council meeting for formal ratification	Completed at TC 08.01.26

5-25.6 Financial Matters:

- a) **Approval of schedule of payments** (Appendix 1 to these minutes): Members were presented with a Schedule of Payments 1st to 31st January 2026 to a Net Value of £50,276.90, to review and consider for approval.

It was **RESOLVED** that the council pays the demands listed on the Schedule of Payments 1st to 31st January 2026.

- b) **consideration of any virements which may be required before the financial year end:** Members noted the latest I&E and considered budget implications, which showed that there was currently no requirement for virements to be made before the financial year end.
- c) **review of the Asset Register and consider to approve the removal of identified assets no longer owned or used by the town council:** Members reviewed the Fixed Assets Register and Tools Asset Register for 2025-2026, with attention to items identified as new and those which had been disposed of during the year.

It was **RESOLVED** that the changes made to the Fixed Assets Register and Tools Asset Register were a true and accurate record of the items which had been added to or removed from during the financial year 2025-2026.

5-25.7 To set the annual fee for 2026 to allow NHS Foundation Trust staff to park in Fen Lane car park

Members discussed the annual fee charged to the NHS Foundation for staff at Witham Court to park in the Fen Lane car park and noted that the fee since 2022 had been set at £1500. The number of cars using the car park had greatly increased over the past 6 months, even prior to the NHS developing their own land to provide more parking on their own site. Complaints had been received from members of the public about the car park being full all day, leaving them unable to park next to Witham Fields when visiting the area. Councillors believed that the extension to the parking at Witham Court was soon to be completed and therefore anticipated that the numbers parking at Fen Lane would soon reduce back to the normal volume, which averaged around 10 cars per day.

It was **RESOLVED** that the annual fee payable by the NHS Foundation to allow staff to park at Fen Lane would be £1600 for the 2026.

5-25.8 Annual review of the North Hykeham Cemetery fees

Members agreed that there should be no changes to the fees at this time, and that they would be reconsidered after the Council had received the awaited report into the ground conditions at the cemetery, and the future use of the land had been determined.

It was **RESOLVED** to make no changes to the Cemetery fees until the council had determined the future use of the land.

5-25.9 Review of the following documents and policies: Publication Scheme, Statement of Internal Controls, GDPR – Data Protection Impact Assessment

Committee Members considered the documents and policies presented to them, and it was noted that there were no changes suggested to be made within the Publication Scheme, Statement of Internal Controls, or the GDPR-Data Impact statement.

It was **RESOLVED** to present the reviewed and unchanged Publication Scheme, Statement of Internal Controls, GDPR – Data Protection Impact Assessment to the Town Council for approval.

5-25.10 Receive and consider reviewed policies from the Personnel sub-committee: Capability Policy, Disciplinary Policy, Remote Working Policy

Members were informed that the Capability Policy and Disciplinary Policy were being prepared for review for the new legislation changes due April 2026 and would be reviewed in April 2026. The Personnel Committee had recommended one change to the Remote Working Policy, which Members considered.

It was **RESOLVED** to present the reviewed and amended Remote Working Policy to the Town Council for consideration to adopt.

5-25.11 To confirm the appointment of a Services Team – Team Leader, as recommended by the Personnel sub-committee

Cllr Roe confirmed that the Personnel sub-committee recommended the appointment of Mr Robert Nicholson to the position of Services Team – Team Leader. He confirmed that suitable references had been received and that the proposed start date for Mr Nicholson was Monday 23rd February 2026.

It was **RESOLVED** to appoint Mr Robert Nicholson to the position of Services Team – Team Leader and that his start date be confirmed as Monday 23rd February 2026.

5-25.12 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.

5-25.13 Consideration of quotations for provision of IT User awareness training for all staff and councillors, and Cyber Essentials Certification from the council's current IT services supplier

Members discussed the need for regular IT User awareness training for staff and councillors, which would be via regular online training sessions, and considered the quotation for this

provision from the council's current IT services contractor. Members discussed the wish for the council to attain Cyber Essentials certification and reviewed the quotation for the council's current IT services contractor to assist in achieving this certification.

It was **RESOLVED** that the council accepted the quotes from Air IT to provide regular IT User Awareness training for 3 years at a monthly cost of £216.43 exc. VAT, and to attain Cyber Essentials Certification at a cost of £1390 exc. VAT

5-25.14 Consideration of quotes to upgrade the council's current broadband provision from 200Mb to meet operational need

To meet the increased operational needs at the Civic Offices, the council's broadband provision needed to be increased from the current 200Mb. Members considered quotations to increase to 500Kb and 800Mb.

It was **RESOLVED** to accept the BT quote to increase the council's broadband provision to 800Mb, to an overall cost for Broadband and Voice Cloud amounting to £549 per month.

5-25.15 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee.

CLlr Roe advised that there were no further updates from the Personnel sub-committee to be presented.

The meeting closed at 7.25pm.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
5-25.7	Invoice NHS Foundation £1600 to allow their staff to park at Fen Lane	Deputy Clerk	As soon as possible
5-25.9	Present the reviewed and unchanged Publication Scheme, Statement of Internal Controls, GDPR – Data Protection Impact Assessment to the Town Council for approval	Town Council	Next TC meeting
5-25.10	Present the reviewed and amended Remote Working Policy to the Town Council for consideration to adopt	Town Council	Next TC meeting
5-25.11	Appoint Mr Robert Nicholson to the position of Services Team – Team Leader	Town Clerk	Immediately
5-25.13	Accept the quotes from Air IT to provide regular IT User Awareness training for 3 years and to attain Cyber Essentials Certification	Town Clerk	1 st April 2026
5-25.14	Accept the BT quote to increase broadband provision to 800Mb	Town Clerk	Immediately

Appendix 1 – Schedule of payments to 1st – 31st January 2026

North Hykeham Town Council 2025/2026

Schedule of Payments 01-31 January 2026

Date Paid	Payee Name	Amount Paid	Transaction Detail
04/01/2026	British Telecommunications	£ 655.45	Telephone/Broadband
06/01/2026	Google Commerce Ltd	£ 20.99	Annual subs renewal iRISCO
08/01/2026	Vodafone Ltd	£ 277.35	Mobiles
08/01/2026	Peninsula	£ 21.83	EAP Monthly subs Jan26
09/01/2026	Peninsula	£ 478.62	Employment services
12/01/2026	UK Fuels Limited	£ 67.89	Fuel - AJ23ZLN 30/12/2026
15/01/2026	Buxtons Limited	£ 52.97	Tree Tags
16/01/2026	Kram Cleaning	£ 1,274.00	Office Cleaning Dec25
16/01/2026	Freedom Fire & Security Maint.	£ 393.77	Annual Main. Alarms Civic Offices
16/01/2026	Ripon Farm Services Ltd	£ 908.58	Service JD1545 mower
16/01/2026	Screwfix Direct Ltd (Trade UK)	£ 293.04	Store consumables
16/01/2026	Turf Tank UK	£ 44.88	Chamber reducers
16/01/2026	Lincolnshire Roller Shutters L	£ 1,166.40	Servicing roller shutters
16/01/2026	Air IT Limited	£ 580.86	MSA Jan 26
16/01/2026	SLCC Enterprises Ltd	£ 442.00	Membership Fee: MP (1005069)
16/01/2026	Go Traffic Management Limited	£ 711.94	Traffic Management 29/11/25
16/01/2026	Screwfix Direct Ltd (Trade UK)	£ 62.47	Gloves - PPE
16/01/2026	Turf Tank UK	£ 6,384.00	Turf Tank yearly lease
16/01/2026	Selmec (Lincoln) Ltd	£ 413.30	Investigate and mend valve
16/01/2026	Selmec (Lincoln) Ltd	£ 185.24	Check fault code & gas safety
16/01/2026	GLL	£ 59.27	Summer Reading Resources
16/01/2026	Viking	£ 147.84	Daily consumables
16/01/2026	Amazon	£ 34.98	Echo Dot
16/01/2026	Viking	£ 153.50	Bin bags
16/01/2026	Amazon	£ 6.72	Room comfort monitor
16/01/2026	Lindum Group Ltd	£ 50.40	Security and call out Dec25
16/01/2026	Dexel Tyre & Auto Centre	£ 130.00	New tyre AJ23 ZLN
16/01/2026	Santander UK PLC	£ 51.62	Bank Charges CB1 01/-31/12/25
16/01/2026	Santander UK PLC	£ 30.00	Bank Charges CB2 30/11-31/12/25
16/01/2026	Santander UK PLC	£ 5.20	Bank Charges CB6 1-31Dec25
17/01/2026	Canva UK Operations Ltd	£ 13.00	Monthly subs Jan26
19/01/2026	UK Fuels Limited	£ 74.91	Fuel - AJ24FYA 06/01/2026
20/01/2026	TotalEnergies Gas & Power Ltd	£ 120.42	Gas Hub 30/11-24/12/25
20/01/2026	Mrs G Parkinson	£ 450.00	EROB refund A293
20/01/2026	Max Speilman	£ 0.75	Photo printing
21/01/2026	Marks and Spencer Ltd	£ 68.00	Training course catering 29Jan
21/01/2026	Peninsula	£ 99.49	Noise Monitoring Annual Assess
22/01/2026	Asda	£ 40.30	Daily Consumables
22/01/2026	Air IT Limited	£ 528.00	Hardware (monthly MMSP)
22/01/2026	Air IT Limited	£ 570.00	Professional IT Services
22/01/2026	GBM Waste Management	£ 155.50	Soil waste, cemetery -AJ23 ZLN
22/01/2026	MEC Recycling Ltd	£ 30.00	Christmas Tree Disposal 5.1.26
22/01/2026	Screwfix Direct Ltd (Trade UK)	£ 110.26	Tools & maintenance
23/01/2026	TotalEnergies Gas & Power Ltd	£ 707.23	Elec Hub 01/12-24/12/25

23/01/2026	TotalEnergies Gas & Power Ltd	£	161.41	VG Elec 01/12-31/12/2
23/01/2026	TotalEnergies Gas & Power Ltd	£	1,154.22	Fen Lane Elec 1/12-31/12/25
23/01/2026	Salaries	£	18,020.75	Salaries Jan26
23/01/2026	HMRC	£	6,732.73	PAYE/NI Jan26
25/01/2026	Trade Gear Ltd	£	156.00	White line marker 10l x 5
26/01/2026	UK Fuels Limited	£	73.21	Fuel - AJ23ZLN 16/01/2026
26/01/2026	Anglian Water Business	£	26.05	Water - Cem 12/10/25-11/01/26
26/01/2026	Nest Pensions	£	3,442.11	Pensions Jan26
28/01/2026	Santander Corporate Current AC	£	660.00	Card Top Up
29/01/2026	Marks and Spencer Ltd	£	88.80	Training catering 29Jan
29/01/2026	Anglian Water Business	£	162.28	Water Civic Off 15/10/25-14/01/26
29/01/2026	Anglian Water Business	£	18.49	Water-VG 15/10-14/1/26
30/01/2026	ADOBE Systems Software Ireland	£	16.64	Monthly Subs 28/1-27/2/26
30/01/2026	Amazon	£	183.44	Office & Outdoor equipment
30/01/2026	Screwfix Direct Ltd (Trade UK)	£	55.26	Consumables, outdoor equipment
30/01/2026	Amazon	£	76.54	Torque Wrench
30/01/2026	Health Assured Ltd	£	570.00	Health Assured case: 02804031
30/01/2026	Lincoln Rural Training	£	270.00	Training cancellation fee
30/01/2026	Selmec (Lincoln) Ltd	£	336.00	Garage/workshop maintenance
	Total Payments due	£	50,276.90	

DRAFT