



North Hykeham Town Council

Minutes of the Finance and Policy Committee meeting 06/25
held on Thursday 23rd April 2026 at 7pm

Councillors Present: SP Roe (Chair), A Cruickshanks, J Holt, G Killingsworth, M Lofts, C Nnamdi, K Sampson

In Attendance: Mrs M Parker – Town Clerk

6-25.1 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 Wray.

It was **RESOLVED** to accept Apologies for absence and reasons given for Cllr Wray.

6-25.2 Receipt of any Declaration of Members' Interests under the Localism Act 2011
There were no Declarations of Interests received.

6-25.3 Minutes of the F&P Committee meeting held on 19th February 2026 to be approved
It was **RESOLVED** to accept the draft minutes of the Finance and Policy Committee meeting held on 19th February 2026 as a true record of the meeting and were signed as the Minutes accordingly.

6-25.4 Chair's Items
Cllr Roe reminded Members to submit their committee choices for the council's next municipal year to the Clerk.

6-25.5 Correspondence and Clerk's Items
The Clerk presented the following items of correspondence:

- Eon Feed-In Tariff Calculation changes from 1st April 2026 – tariff rates will change from increase by Retail Price Inde (RPI) to being linked to Consumer Price Index (CPI)
- Notification from NKDC for CIL monies due to be received by the town council for the second half of the financial year 2025/26. The total amount of CIL receipts collected for North Hykeham is £11,589.30, of which North Hykeham Town Council is entitled to receive 25% per cent of this amount, which equates to £2,897.33.

The Clerk presented the following item:

- The Clerk, Cllr Cruickshanks, and the Deputy Clerk recently attended Air IT Group's latest Cyber Breakfast Briefing which was entitled Tackling Human Risk in 2026. The content of the briefing reinforced the council's rationale for taking on Cyber Awareness training and attainment of Cyber Essentials certification.

Updates from the last meeting were noted by Members as follows:

Item No:	Action	Updates
5-25.7	Invoice NHS Foundation £1600 to allow their staff to park at Fen Lane	Completed and payment received

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	Completed
5-25.10	Present the reviewed and amended Remote Working Policy to the Town Council for consideration to adopt	Completed
5-25.11	Appoint Mr Robert Nicholson to the position of Services Team – Team Leader	Completed
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	Quotes accepted. Both will now be ongoing.
5-25.14	Accept the BT quote to increase broadband provision to 800Mb	Works completed 10 th April 2026.

6-25.6 Financial Matters:

- a) **Approval of schedule of payments** (Appendix 1 to these minutes): Members were presented with a Schedule of Payments 1st to 31st March 2026 to a Net Value of £88,801.24, to review and consider for approval.

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

- b) **review of Ear Marked Reserves and CIL monies:** Members noted the list of EMRs as of 1st April 2026, which included the remaining CIL monies. The Chair advised Members that the council should review its EMR requirements during its precept planning, which would commence in October 2026, and reminded them that the council should hold 3-6 months of its annual precept in General Reserves.

6-25.7 To receive the end of year Internal Audit report for the financial year 2025-26

Members received the end of year Internal Audit report for the financial year 2025-26. It was well received and thanks was given from the Chair to the Clerk and staff for their efforts and achievements within the audit. It was noted that the only two recommendations had been made during the report and these related to the use of the Rialtas Asset Management module and that the council should hold move towards a Medium-Term Financial Strategy and Financial Plan, which would incorporate a 3–5-year rolling budget plan.

Members were reminded that the Asset Management module had been considered by the council in the last year but Rialtas had not made the upgrades to the module to allow for the purchase of new assets to be directly added to the module so the system was of no more benefit at this time to the council's own recording system. Members agreed for the consideration for the financial strategy to be placed on the next F&P agenda.

6-25.8 Preparation of the council's Annual Governance Accounting Return (AGAR) for the financial year 2025-26

Cllr Roe led the meeting through each individual statement under Section 1 of the AGAR – Annual Governance Statement for Members to confirm the town council's sound system of internal control, in preparation for the town council to consider signing the 2025-26 AGAR at its next meeting.

It was **RESOLVED** that each statement was agreed with under Section 1 of the AGAR and confirmed that the council is not the sole managing trustee of any Trust Funds.

6-25.9 Review of the following items, in preparation of the council's AGM (14th May 2026): Standing Orders, Financial Regulations, Code of Conduct, Council's Direct Debits and regular payments register

Committee Members considered the documents and policies presented to them, in preparation of them being presented at the town council's Annual General Meeting on the 14th of May 2026. Members were satisfied that the content of the documents were accurate and ready for the council to consider/approve.

It was **RESOLVED** to present the reviewed Standing Orders, Financial Regulations, Code of Conduct, Council's Direct Debits and regular payments register to the Town Council for approval.

6-25.10 Consider a request from C&P to approve finances from General Reserves for the first year of a 3-year plan for Christmas Lighting on the Village Green and the Forum

C&P committee had explored options for new festive lighting for the Village Green and the Forum and wished to recommend a 3-yr agreement to the Town Council, to start from December 2026. However, as this had not been included in the committee's precept plans due to quotes being obtained after the precept demand had been finalised, the committee now requested that F&P consider releasing monies to the sum of £8753 from General Reserves to cover year 1 of the agreement.

Cllr Roe felt that the committee had had sufficient time to prepare this to be included in its precept plans and so proposed that the request be refused and the committee either considered a virement within its own budgets for 2026/27 or precepted for it for the following year. Members discussed this in detail and considered that there was an expectation that the committee would imminently be receiving a grant of £15k from North Kesteven District Council (NKDC) towards the cost of events in 2026/27. The proposal was voted upon but was rejected, by majority vote.

Members agreed to defer this item to the Town Council meeting on the 14th of May, to allow for the C&P committee's financial position to be reviewed and a new proposal presented at that meeting for further consideration.

6-25.11 Request from the E&O committee for consideration to purchase a new or second-hand electric van to replace the leased Renault Kangoo

Cllr Roe confirmed that the E&O committee had resolved to either purchase a new or second-hand electric van to replace the leased Renault Kangoo, that would meet the Service Team Manager's recommend specifications. Members considered if the outright purchase of a second-hand vehicle was a more economical use of public monies, long term, and if so that this would require monies to be released from General Reserves (over and above E&O's precepted budget for lease hire costs). Cllr Roe confirmed that he, Cllr Killingsworth, the Services Team Manager and the Town Clerk would be responsible for sourcing the suitable vehicle and confirming expenditure costs prior to any purchase being agreed to.

It was **RESOLVED** to allow the purchase of a low mileage used or new electric vehicle that meets the specifications required by the Services Team, and that this purchase could be made sooner than the end-of-lease date for the Renault Kangoo should a suitable vehicle become available.

- 6-25.12 Consider a request from Manor Farm FC to change pitch fees payment frequency to monthly invoicing**
It was **RESOLVED** to move this item to the Closed Session.
- 6-25.13 Review of the following documents and policies: Health and Safety Policy, Councillors' Training Policy, Complaints Policy**
Members reviewed the Health and Safety Policy, noting the need for the addition in the policy's organogram of the Admin Assistant's role. There were no changes recommended to the Councillors' Training Policy and the Complaints Policy.
- It was **RESOLVED** to recommend the addition of the Admin Assistant role within the Health and Safety Policy to Town Council and confirm that there were no changes required to the Councillors' Training Policy or the Complaints Policy.
- 6-25.14 Consider reviewed policies from other committees: Capability Policy, Disciplinary Policy, Allotments Policy**
Members discussed the reviewed Capability Policy, Disciplinary Policy and Allotments Policy. There were no changes recommended to the Disciplinary Policy, but the Allotments Policy had had a major re-write to simplify terminology which was discussed and prepared for the town council to consider adopting. The proposed new layout and content for the Capability Policy was also considered by Members.
- It was **RESOLVED** to recommend the re-written Allotments Policy and the revised Capability Policy to the Town Council for adoption, and that there were no changes required to the Disciplinary Policy.
- 6-25.15 Development of the committee's 5-year plan – standing item**
Councillors reviewed the committee's 5-yr plan (Apr 2026 - Mar 2031), and it was highlighted that the current laptops used by staff and councillors would be due for replacement within the next 12-18 months. There were no changes suggested to be made to the plan at this time.
- Cllr Lofts detailed that, in his capacity as a NKDC Councillor, he had discussed options for 24/7 monitored CCTV to be installed in areas such as St Aiden's Park and The Forum. It was unclear whether this provision would have any cost implications for the town council and so Cllr Lofts was asked to present any information to the town council's C&P committee, in the first instance.
- 6-25.16 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.
- 6-25.12 Consider a request from Manor Farm FC to change pitch fees payment frequency to monthly invoicing**
This agenda item had been brought into the Closed Session due to the sensitive financial information relating to Manor Farm FC which was to be discussed. Members discussed that there was outstanding pitch fees owed for the current 2025/26 season (which had now concluded), which had been invoiced in January and March 2026 respectively. The club had asked for these fees to now be repayable in monthly payments and that all fees for the coming season also be paid monthly.

It was **RESOLVED** that the council writes to request the payment of all outstanding monies from Manor Farm FC and until such time as these were received that the council would not discuss any changes to payment terms nor allow any future use of Witham Fields by Manor Farm FC.

6-25.17 Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee.

Cllr Killingsworth summarised the latest workings of the Personnel sub-committee. He confirmed that recruitment for the Assistant Clerk vacancy was ongoing at this time. The sub-committee recommended to F&P that the probationary periods for Mrs E Whittle and Mrs H Wall be concluded.

It was **RESOLVED** to ratify the conclusion of probationary periods for Mrs E Whittle and Mrs H Wall.

The meeting closed at 8.05pm.

Actions from this meeting:

Item No:	Action	Allocated to	Complete by
06-25.11	purchase of a low mileage used or new electric vehicle	Services Team Manager, Cllrs Roe and Killingsworth	No later than Sept 2026
06-25.12	Write to request the payment of all outstanding monies from Manor Farm FC	Town Clerk	Immediate effect.
06-25.17	Ratify the conclusion of probationary periods for Mrs E Whittle and Mrs H Wall.	Town Clerk	Immediate effect.

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

North Hykeham Town Council 2025/2026

Schedule of Payments 01-31 March 2026

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/03/2026	UK Fuels Limited	£ 194.24	Fuel AJ24 FYA & AJ23 ZLN
03/03/2026	S Pilbeam	£ 100.00	Refund of hire bond 080226
03/03/2026	ADOBE Systems Software Ireland	£ 16.64	Feb26 Subscription
07/03/2026	Lidl	£ 4.80	Daily Consumables
09/03/2026	Public Work Loan Board	£ 11,136.01	Loan and Interest repayment
09/03/2026	British Telecommunications	£ 655.45	Phone/Broadband 010126-280226
09/03/2026	PHS Group	£ 112.03	Sanitary Disposal
09/03/2026	Peninsula	£ 500.45	Employment services 524224
10/03/2026	GLL	£ 15.76	Phone, photocopier
10/03/2026	Kram Cleaning	£ 1,274.00	Cleaning Feb26
10/03/2026	Lincolnshire Association of Lo	£ 15.60	New Clerks Induction - EW
10/03/2026	Selmec (Lincoln) Ltd	£ 580.94	Fix security light
10/03/2026	E.ON Energy Solutions Limited	£ 711.00	Streetlight maint qtr end 31.3
10/03/2026	Hykeham Turf and Topsoil	£ 21.00	Turf
10/03/2026	Mark Harrod Ltd	£ 63.72	Drop in lids for goal posts
10/03/2026	Daniel Charles Aggregates LTD	£ 14.17	Topsoil
10/03/2026	Rialtas Business Solutions Ltd	£ 67.60	Software Support 03.26
10/03/2026	Air IT Limited	£ 588.30	MSA
11/03/2026	Vodafone Ltd	£ 277.35	Mobile phones
12/03/2026	Selmec (Lincoln) Ltd	£ 345.59	Mech/Elec
12/03/2026	Selmec (Lincoln) Ltd	£ 966.00	Decommission of cylinders
12/03/2026	Vistaprint	£ 59.48	Town Council Banner
13/03/2026	Asda	£ 37.28	Daily consumables
13/03/2026	PHS Group	£ 117.18	Sanitary disposal
16/03/2026	Apogee Corporation Ltd	£ 212.26	Photocopier
16/03/2026	UK Fuels Limited	£ 55.66	Fuel AJ23 ZLN
17/03/2026	Santander UK PLC	£ 33.35	Bank Charges CB1 01-28/2/26
17/03/2026	Santander UK PLC	£ 30.00	Bank Charges CB2 31/01-28/02/26
17/03/2026	Santander UK PLC	£ 1.60	Bank Charges CB6 01-28/02/26
17/03/2026	Canva UK Operations Ltd	£ 13.00	Subscription
18/03/2026	TotalEnergies Gas & Power Ltd	£ 69.62	Gas - Hub - 09.02.26-26.02.26
18/03/2026	Mobilize Financial Services	£ 215.20	Renault lease
20/03/2026	EasySpace Ltd	£ 26.09	Domain annual fee 4/26-3/27
23/03/2026	Peninsula	£ 99.49	HR services
24/03/2026	Santander Corporate Current AC	£ 1,455.00	Debit card top-up
24/03/2026	Salaries	£ 20,276.98	Salaries Mar 2026
24/03/2026	HMRC	£ 7,617.81	PAYE/NI March 2026
24/03/2026	Nest Pensions	£ 3,759.62	Pensions March 2026
24/03/2026	TotalEnergies Gas & Power Ltd	£ 825.61	Elec 01.02.26-28.02.26
24/03/2026	TotalEnergies Gas & Power Ltd	£ 827.99	Elec 01.02.26-26.02.26
24/03/2026	TotalEnergies Gas & Power Ltd	£ 97.39	Elec 01.02.26-26.02.26
25/03/2026	S Pilbeam	£ 100.00	Hire refund
26/03/2026	Venables Oak Limited	£ 848.70	Oak posts
30/03/2026	Horizon Landscapes Ltd	£ 27,899.64	Playground ground works

30/03/2026	Ripon Farm Services Ltd	£	117.65	Mower Blade
30/03/2026	R W Tree Services	£	900.00	Pollard willow tree
30/03/2026	Dexel Tyre & Auto Centre	£	18.00	Tyre Fitting charge
30/03/2026	GBM Waste Management	£	245.00	Skip hire Memorial Park
30/03/2026	GBM Waste Management	£	245.00	Skip hire St Aidens
30/03/2026	GBM Waste Management	£	245.00	Skip hire Village Green
30/03/2026	SRP Hire Solutions Ltd	£	186.00	Toilet hire
30/03/2026	MEC Recycling Ltd	£	30.00	Waste disposal
30/03/2026	LP Fabrications Ltd	£	72.00	Gate repair
30/03/2026	Selmec (Lincoln) Ltd	£	1,320.00	Valve replacement
30/03/2026	Air IT Limited	£	726.00	Erase & Disposal - 22 Devices
30/03/2026	Viking	£	111.28	Daily consumables
30/03/2026	AGRIGEM LTD	£	113.04	Mosskade 10L
30/03/2026	Selmec (Lincoln) Ltd	£	810.00	New valve and lever
30/03/2026	Hykeham DIY	£	5.99	Gate spring
30/03/2026	MKM B.S (Lincoln) Ltd	£	83.88	Rapid set concrete
30/03/2026	Mrs G Culverwell	£	24.80	Stamps 1st and 2nd class
31/03/2026	ADOBE Systems Software Ireland	£	16.64	Mar26 Subscription
31/03/2026	WCF Chandlers Fuel Oil	£	819.36	Diesel
31/03/2026	SRP Hire Solutions Ltd	£	186.00	Toilet hire 13.03.26-16.03.26
31/03/2026	SRP Hire Solutions Ltd	£	186.00	Toilet hire 20.03.26-23.03.26
	Total Payments due	£	88,801.24	