



'Committed to Improving the Quality of Life in North Hykeham'

# North Hykeham Town Council

Town Clerk: Mrs M Parker  
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14<sup>th</sup> February 2025

Notice is hereby given that a meeting of the Finance & Policy Committee to be held in the Council Chambers, Civic Offices Fen Lane on Thursday 20<sup>th</sup> February 2025 at 7pm, at which the under mentioned business will be transacted.

***Prior to the commencement of the meeting a public forum will be held from 7.00pm for a maximum of 15 minutes where members of the public may ask questions or make short statements to the Council.***

Yours faithfully

***M Parker***

Mrs M Parker

Town Clerk to the Council

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## AGENDA

1. Apologies for absence and acceptance of reasons given to the Clerk in advance of the meeting.
2. Receipt of any Declaration of Members' Interests under the Localism Act 2011
3. Notes of the Finance & Policy Committee meeting held on 12<sup>th</sup> December 2024 to be approved as Minutes
4. Chair's Items
5. Correspondence and Clerk's items
6. Financial Matters, including approval of schedule of payments and the creation of an earmarked reserve to support the cemetery refund policy
7. Consideration of quotations for new gas supply contract to Fen Lane (current contract expiry 31/03/25)
8. Receive and review the Interim Internal Audit Report and consider recommendations within the report
9. Consideration of the Town Council's Investment Strategy
10. Review of Hire Fees (including Football pitch fees) and Cemetery fees
11. Review of the following policies:
  - Environmental and Sustainability Policy
  - Equality and Diversity Policy
  - ICT Policy
  - Volunteer Policy
  - Review of the Publication Scheme
12. Receive the reviewed draft Community Grants policy with recommendations from the C&P committee
13. Review of the Council's GDPR documentation and consider the development of new policies
14. Development of the Council's Statement of Internal Controls
15. Review of the Exclusive Rights of Burials refund policy, in accordance with Standing Order No.7(a)
16. Development of the committee's 5-year plan
17. **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:**
18. To receive quotations in relation to outsourcing payroll services

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19. To consider a request of appeal on a refund from a Grant of Exclusive Rights of Burial holder in view of exceptional circumstances relating to their requested burial being made within two weeks of the Council's change to types of burials permitted in North Hykeham Cemetery (Mill Lane).
20. Personnel Matters: to receive updates and consider ratification of recommendations from the Personnel Sub Committee – standing item