

Minutes of a meeting of Finance & Policy committee held remotely via Zoom on 18th August 2020 at 19:30

Present: Cllrs Barr, Callan, Kilcoyne, Manders, Moran (joined at 19:32) and Walker.

In attendance: Mrs S Knowles, Clerk to Council.

Cllr Broad observed the meeting
No members of public were present

1. **To receive apologies and accept valid reasons for absence**– Nil
2. **To receive members' declarations of disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any agenda item** - Nil
3. **To confirm the minutes of the meeting held on 16th June 2020**- It was **RESOLVED:** That the minutes of the meeting of the Finance & Policy committee held on 16th June 2020 be approved as a correct record and signed by the chairman.

Cllr Moran joined the meeting at 19:32

4. **To review and consider payment of accounts** –

| Payments for approval by Finance & Policy committee – 18 th August 2020 | | | | |
|------------------------------------------------------------------------------------|--------|--------------------------------|------------|----------------------------------------|
| Payment Date | Method | Payee | Amount (£) | Reference |
| 24/08/2020 | BACS | Dave Cook (Home Maintenance) | 200.00 | Replacement pavilion door |
| 24/08/2020 | BACS | Glendale Countryside | 1201.20 | Grass cutting & white line painting |
| 24/08/2020 | BACS | Hallmaster Ltd | 224.40 | Venue hire software licence |
| 24/08/2020 | BACS | Jackson Buildbase | 108.48 | Allotment maintenance |
| 24/08/2020 | BACS | Mayflower Washroom Solution | 14.04 | Pavilion & Library – waste collections |
| 24/08.2020 | BACS | NKDC | 119.00 | Library - rates |
| 24/08/2020 | BACS | Rigby Taylor | 185.70 | White line paint |
| 24/08/2020 | BACS | Shell UK Ltd | 8.35 | Fuel - caretaker |
| 24/08/2020 | BACS | Venture Signs and Graphics Ltd | 313.34 | Play park and skate park signs |
| 24/08/2020 | BACS | Viking Direct | 111.38 | Office supplies |
| 28/08/2020 | BACS | HMRC | 549.08 | Tax & NI month 5 |
| 28/0/8/2020 | BACS | Lincolnshire Pension Fund | 992.78 | Pension contributions |
| 28/08/2020 | BACS | Salaries & reimbursements | 3650.28 | Salaries & reimbursements |

It was **RESOLVED:** That payment of accounts be approved.

5. **To consider budget, income and expenditure** – No concerns raised. The clerk noted that the application for a COVID business grant had now been approved and paid by NKDC.
6. **To review and consider earmarked reserves** – It was **RESOLVED:** That a recommendation be made to Council to transfer £2500.00, as budgeted, to the Burial Ground and Woodland reserve.

It was **RESOLVED:** That a recommendation be made to Council to reduce earmarked reserves for the Burial Ground and Woodland by £615.00 in respect of burial ground wall repairs made earlier in the year.

It was **RESOLVED:** That a recommendation be made to Council to increase reserves for play equipment by £9475.00. These funds had been budgeted for planned replacements in the last financial year and had not taken place due to COVID-19.

It was **RESOLVED:** That a recommendation be made to Council that funds in the earmarked reserve for play equipment be reduced by £9475.00 following payment of the planned replacements at the Grantham Road park.

It was **RESOLVED:** That a recommendation be made to Council to create an earmarked reserve for elections, the total to be transferred being £3500.00.

It was **RESOLVED**: That a recommendation be made to Council that an earmarked reserve be created for repair of streetlight assets, the total to be transferred being £25,000.00.

It was **RESOLVED**: That a recommendation be made to Council that funds in the earmarked reserve for streetlight assets be used as required for identified repair work. Any changes to earmarked reserves to be reported back to Finance & Policy or Full Council, which ever is soonest.

7. **To consider banking arrangements and signatories –**

- a. **Update on changes resolved at Full Council in July 2020** – A written update was provided. It was agreed that members should provide the necessary information before 31st August 2020.
- b. **Facility for payments made in advance** - It was **RESOLVED**: That Council apply for a Barclay Card flex credit card.

8. **To consider employee mobile phone contracts** – It was **RESOLVED**: That two mobile phone contracts be accepted from Vodafone totalling £27.20 per month.

9. **To consider a schedule of meetings beyond September 2020** – It was **RESOLVED**: That the recommended meeting schedule be accepted.

10. **To consider policies for review**

- a. **Complaints policy** – It was **RESOLVED**: That the updated Complaints policy v.2.1 be adopted.
- b. **Health and Safety policy** – It was **RESOLVED**: That subject to changes to the dates for cited legislation, that the Health and Safety Policy v2.1 be adopted.
- c. **Staff Support and Appraisal policy** – It was **RESOLVED**: That the Staff Support and Appraisal policy v2.0 be adopted.

11. **To consider matters carried over from Finance and Policy committee meetings**

- a. **Action plan** – Members reviewed the draft action plan and agreed to consider a final document at the meeting in October 2020.

At 20:33, Cllr Kilcoyne declared a non-pecuniary interest in matters relating to the Local Council Awards Scheme.

12. **Items for the agenda of the next committee meeting** – Action plan.

There being no further business the chairman closed the meeting at 20:58

Signed _____ Chairman

19th October 2020