

Market Deeping Town Council - Finance and Personnel Committee

Minutes of a meeting of Market Deeping Town Council’s Finance and personnel Committee held on Wednesday 31 July 2024 at 3pm at The Town Hall, Market Deeping. Cllr Dr Byrd presided over Cllr Miss Collins, and Cllr Broughton. The Clerk was also in attendance.

No members of the public attended.

1. Chairman’s Welcome

The chairman welcomed everyone to the meeting at 3.00pm

2. Apologies for Absence

There were no apologies for absence.

3. Declarations of Interest

There were no declarations of interest

4. Notes of minutes from the Finance & Personnel Committee meeting 27 March 2024

It was **RESOLVED** to accept the minutes of the meeting as a true and accurate record. Cllr Broughton signed the minutes as Chair.

5. Clerk’s report

Members had received a copy of the report prior to the meeting.

Clerk’s Report 31 July 2024

<p>1. The PKF Littlejohn external audit of our Annual Governance report for 2023/24 has not yet been received.</p>
<p>2. £30,000 has been received from South Kesteven District Council in respect of a funding request made by Neighbourhood Plan Group from UK Shared Prosperity funding. This is for a Deepings Green Walk to promote healthy living and outdoor activity for people of all ages. The project funding application was for the introduction of signage, way marker posts, directional arrows, benches and boards.</p> <p>A discussion took place regarding this project. It was RESOLVED that the money needs to be spent before 31.3.25. It should be allocated to the AOS budget and allocated a cost centre code.</p>

6. Correspondence

Members had received a copy of the correspondence prior to the meeting.

Correspondence to be Noted – Received up to 31 July 2024

Market Deeping Town Council - Finance and Personnel Committee

No.	Received from	Date Received	Subject	Committee Response
1				

Correspondence to be Acted Upon – Received up to 31 July 2024				
No.	Received from	Date Received	Subject	Committee Response
1.				

7. Omega report - Review of performance to date, budget/expenditure/income

The Clerk had provided members with a report prior to the meeting. A lengthy discussion took place regarding the grass cutting contract. It was noted that MDTC had only paid one of the outstanding invoices. It is intended that a meeting will be held shortly to resolve issues.

Cllr Dr Byrd asked members if there were any further comments on the Omega report there were none.

8. For members to consider the detailed income and expenditure to 31/07/2024

The clerk had provided members with a copy of detailed income and expenditure by budget heading to 31/07/2024. A discussion took place and it was **RESOLVED** that the detailed income and expenditure to 31/07/2024 were in order.

9. For members to consider reducing the Ear Marked Reserves Categories

The clerk had provided members with a copy of Ear Marked Reserves categories prior to the meeting. A discussion took place and it was **RESOLVED** that the Ear Marked Reserves categories should be reviewed at the next meeting.

10. For members to review the asset register at 31/7/2024

It was **RESOLVED** that the asset register was in order. The Clerk was instructed to contact an Auction house to get up to date written valuations for the Mrs Siddons painting, the Portrait of a lady painting and the Fire Station framed emblem. These then need to be added to the insurance policy.

11. For members to consider the Code of Conduct

It was RESOLVED to accept code of conduct

Market Deeping Town Council - Finance and Personnel Committee

12. For members to consider signatories for bank accounts

It was **RESOLVED** unanimously to add Cllr Dr Byrd as a signatory to the Barclays and CCLA Bank accounts. Cllr Collins and Cllr Broughton are both signatories.

13. For members to receive reports from the internal auditor

The clerk had issued members with copies of the reports for May and June 2024 prior to the meeting. Sample transactions audited had all been handled correctly and members were satisfied with the reports. Cllr Dr Byrd asked members if there were any questions and there were none.

**14. Personnel – Consideration to go into Closed Session. To include:
Staff matters**

It was proposed, seconded and **RESOLVED** unanimously to move into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, for members to discuss items that contained information of a confidential nature: staff issues.

A discussion of a confidential nature took place regarding staffing matters.

It was then **RESOLVED** unanimously to come out of Closed Session.

15. The next Finance and Personnel committee meeting is scheduled for Wednesday 11 September 2024 at 3.00 pm in the Town Hall.

The Chairman thanked all members for their attendance and declared the meeting closed at 15.45pm.

Chairman’s signature.....

Date.....