

## Finance and Personnel Committee

Minutes of a meeting held on Wednesday 05<sup>th</sup> December 2018, held at 8.00pm in the Town Hall, Market Deeping. Cllr Shelton (Chairman) presided over Cllrs Brookes, Broughton, Miss Moran & Mrs Sked. The Clerk was also in attendance.

### 16. Chairman's Welcome

Cllr Shelton welcomed the members to the meeting

### 17. Apologies for Absence

Apologies for absence were received from Cllrs Stephenson and Miss Collins

### 18. Declarations of Interest

Cllr Shelton declared a personal interest in agenda item 8 due to his role as Chair of the library committee.

### 19. Grant Aid applications – including presentations by applicants

No applications were received for consideration at this meeting.

### 20. Notes of minutes from the Finance & Personnel Committee meeting 26<sup>th</sup> September 2018

Cllr Shelton asked the committee if they were to accept the minutes of the meeting dated Wednesday 26<sup>th</sup> September 2018. It was proposed by Cllr Shelton, seconded by Cllr Broughton and **RESOLVED** unanimously that the minutes could be signed as a true and accurate record of the meeting. The minutes were signed accordingly.

### 21. Update from the Clerk on matters arising

The Clerk provided a report prior to the meeting which included the following updates:

- The grant aid was paid to the Deepings United Football club
- The church organ grant was discussed at Full Council and an amount of £5000 agreed for the 2019/20 budget
- A meeting took place between Persimmon and the chair of the AOS committee, the park keepers and the clerks regarding the handover of the allotments and adjacent play area land. It was agreed that the land is in an acceptable condition for the council to take it over, subject to ROSPA reports on the play equipment. Cllr Broughton then advised members that Persimmon's plans were showing an additional ribbon of land that encompasses part of the estate. He had inspected this with the Chairman, the park keepers and the Persimmon representative and all felt that it was in order to take on this land also. Persimmon had agreed to pay all legal fees involved. Cllr Broughton advised that the land should be secure regarding travellers due to the fencing around the allotments and the landscaping of the site.
- Councillor Brookes is investigating options for council emails.
- The employee Health and Safety workbook has been updated
- The risk assessments need to be updated on Peninsula online
- All staff matters have been addressed

## 22. Correspondence

Correspondence F&P committee – 05 <sup>th</sup> December		
Date Received	Subject	Committee Response
14/11/20018	Changes to the public sector deposit fund	Noted
04/12/2018	Peterborough Garden Machinery – It will cost £150 to repair the chain saw used by the park keepers	The committee decided it was not cost effective to repair the chain saw as it is now 10 years old, and a replacement Stihl saw can be purchased locally for approximately £300. It was proposed by Cllr Broughton, seconded by Cllr Brookes and <b>RESOLVED</b> unanimously to purchase a new chain saw.

### 23. Review of Ear Marked Reserves

The clerk advised members that the deficit showing in the library EMR would need to be replaced from general reserves during this financial year to meet financial regulations. £12000 can then be precepted for 2019/20 to replace the initial grant of £6000 and to provide for the same amount for 2019/20. It was agreed to keep the Town Hall lease reserve at £10,000 until it is known what is happening with regards to the transfer of the Town Hall building.

### 24. Council Finances

The Clerk had issued members with an update on the Council Finances prior to the meeting. It was agreed to discuss this under agenda item 11, budget planning.

### 25. Update on the year end closedown

The Clerk informed the members that she had engaged Rialtus, our accounts system provider, to assist with the Annual Governance return at the financial year end.

### 26. Budget Planning: Update on budget planning for 2019/20 and precept calculations

The clerk had provided a breakdown of the planned expenses under each cost centre for 2019/20 and asked members to consider any amendments required to these costs.

**Administration precept:** It was agreed to include an amount of £200 towards licences for events.

It was agreed to leave the amount for the youth club until they had presented their plans, accounts and self-funding projects to the council.

Members agreed to leave all other figures as detailed in the proposed budget.

**Amenities and Open Spaces precept:** This had been detailed in the AOS meeting of 21<sup>st</sup> November and members agreed that no further changes were required.

**Cemetery Precept:** Again, this had been detailed in the TH&C meeting of 21<sup>st</sup> November and members agreed that no further changes were required.

**Town Hall Precept:** A figure of £5000 had been agreed for Town Hall refurbishment in the TH&C meeting of 21<sup>st</sup> November and members agreed that no further changes were required.

**Planning and Highways precept:** The final figures for bus shelter costs, legal costs, and a new budget line for sustainable travel had been agreed at the P&H meeting of 5<sup>th</sup> December and members agreed that no further changes were required.

**27. For members to receive a report from the internal auditor**

The clerk had issued members with a copy of the report prior to the meeting. Sample transactions audited had all been handled correctly. The clerk asked members if there were any questions and there were none.

**28. For members to discuss the next stage in providing Council emails**

Cllr Brookes informed members that he had investigated several providers, and it was clear that security would be better with a tied email, such as a .gov email account. There are service models from other providers that will provide ongoing updates to their services and security, but the cost of these is around £350pm. Also, this would only be for up to 10 councillors so would not be suitable for Market Deeping council. The .gov emails would ensure that records are stored for the appropriate times to comply with financial and data protection regulations. Cllr Brookes will meet with the clerks to discuss council requirements further.

**29. Personnel – Consideration to go into Closed Session. To include**

**Staff matters**

It was proposed by Cllr Broughton, seconded by Cllr Miss Moran and unanimously **RESOLVED** to go into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, which included: a) the application for the councillor vacancy. It was then unanimously **RESOLVED** to come out of Closed Session.

The Chairman thanked all members for their attendance and input to the meeting and declared the meeting closed.

There being no other business the meeting closed at 8.54pm. The next committee meeting is scheduled for Wednesday March 27<sup>th</sup> 2019 at 7pm in the Town Hall chambers.

**Chairman’s signature.....**

**Date.....**