

Finance and Personnel Committee

Minutes of a meeting held on Wednesday 28th March 2018, held at 7.00pm in the Town Hall, Market Deeping. Cllr Mrs Redshaw (Chairman) presided over Cllr's Brookes & Shelton. Representatives of the Deeping Bowls Club, the Deepings Lions and the Clerk were also in attendance

32. Chairman's Welcome

The Chairman welcomed all to the meeting. She invited the representative of the Bowls Club to present the grant aid request. The representative explained that the Bowls Club had been in existence for 64 years. They had managed to improve the green but would now like to improve the facilities. He was asking the Council to help pay for the slabs and hard core of a covered area in front of the clubhouse where spectators could watch the matches. Cllr Mrs Redshaw thanked the representative and informed him that they would discuss the application later in the meeting.

7.10pm the representative of the bowls club left the meeting

33. Apologies for Absence

Apologies for absence were received and accepted from Cllrs Broughton and Stephenson

34. Declarations of Interest

There were no declarations of interest

35. Grant Aid applications – including presentations by applicants

This had been presented at the beginning of the meeting and it was agreed to discuss the application in agenda item 39

36. Notes of minutes from the Finance & Personnel Committee meeting 29th November 2017

Cllr Mrs Redshaw asked the committee if they were to accept the minutes of the meeting dated Wednesday 29th November 2017. It was proposed by Cllr Shelton, seconded by Cllr Brookes and **RESOLVED** unanimously that the minutes could be signed as a true and accurate record of the meeting. The minutes were signed accordingly.

37. Update from the Clerk on matters arising

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

- Grant Aid was given to the Gang Show. A representative from the Bowls Club will be attending the March F&P meeting
- The account has been set up with CCLA for the cemetery savings and the money will be moved over before the end of March. **The money had now been moved to CCLA and the Barclays account would be closed.**

38. Correspondence

No correspondence had been received

39. Grant Aid Payments

Members discussed the two grant aid applications but it was noticed that the Deepings Lions had already received grant aid in the financial year 2017/18 so the Council would be unable give anymore.

It was proposed by Cllr Brookes, seconded by Cllr Shelton and **RESOLVED** unanimously to defer this application until May Full Council. After further discussion it was proposed by Cllr Shelton, seconded by Cllr Brookes and **RESOLVED** unanimously to give £437.18 grant aid to the Deepings Bowls Club.

7.20pm a representative of the Deepings Lions joined the meeting

Councillors explained the situation to the representative that they were unable to give grant aid twice in one financial year, but had deferred the decision to May Full Council

7.26pm the representative of the Deepings Lions left the meeting

40. Council Finances

The Clerk had issued members with an update on the Council Finances. She explained that £27,101.39 had been moved to the new CCLA cemetery reserve account but there was still the interest of £12.27 to move over. The Barclays cemetery account would then be closed along with the Mayors Charity account.

She explained that expenditure for 2017/18 would be under budget and this would need to be earmarked. Some of this was due to the previous Clerk's resignation and unexpected income in the Cemetery. Cllr Mrs Redshaw asked if everything was okay for the year end and she was informed that the current accounts had been checked for any abnormalities as requested by RBS and these had been sorted. RBS were coming to do the year end on 11th May and the annual governance and accountability return would be completed and signed at the June Full Council meeting. This would mean an extension would need to be requested until 1st July, but the Clerk had been assured by PKF Littlejohn that this would be acceptable.

41. For members to review the current earmarked reserves and to decide on any further reserves to be earmarked

Members had received a report on the current earmarked reserves and been informed that although figures had not been finalised for 2017/18 it was looking like there would be approximately £47,841 that should be earmarked. After a discussion it was agreed to earmark the following:

- Election costs - £9,600
- Volunteer event - £400
- Grounds Maintenance AOS - £4,000
- Supplies/ Materials AOS - £1,000
- BMX track maintenance - £5,500
- Wet pour in play area - £4,500
- Allotments - £1,000
- Godsey Lane Hedge - £8,496

It was also proposed by Cllr Shelton, seconded by Cllr Brookes and **RESOLVED** unanimously to earmark £3,000 for legal/professional fees P&H.

42. Update on year end closedown

This had been discussed under agenda item 40

43. For members to agree the signatories and signing rules on the Metro Bank account and discuss the terms for the constitution

The Clerk had provided prior to the meeting a draft constitution, which members agreed explained the tasks of the Council. Members were reminded that at the March Full Council meeting it had been agreed to open an account with Metro Bank for the Mayor's Charities. It was agreed that Cllrs Broughton, Shelton, Cllr Mrs Redshaw would be signatories with the Town Clerk being authorised to set up and operate the account on line. Two signatories would be required for any cheque signing or changes to the account. It was proposed by Cllr Shelton, seconded by Cllr Brookes and **RESOLVED** unanimously to accept these conditions on the account.

44. Allotments: for members to receive a verbal update and to decide on the next steps

Members were informed that the Clerk and Cllr Mrs Redshaw had met with a representative of Persimmon Homes who had agreed to install fencing around the allotments. After a discussion, it was agreed that this item should be placed on the next AOS agenda to decide how the plots were to be allocated and how everything would be set up.

45. For members to discuss the purchasing of Council ipads and to decide on the next steps

Members discussed as to whether the Council needed to purchase ipads or whether Councillors would be able to use ones that they had access to. It was agreed that this item would be placed on the agenda for the next Full Council meeting with the view of suggesting that a working group be set up to discuss this and Council emails.

46. Appraisal form: for members to receive the current appraisal form and to discuss the suggested amendments

Members had received the current appraisal form prior to the meeting. It had been suggested that some employees had found it hard to rate their punctuality on the form. After a discussion it was agreed that the form should be used in its current format. Members were informed that all the appraisals would be completed in April.

47. For members to discuss the request from an employee to apply to be a retained firefighter

Members were informed that an employee would like to apply to be a retained firefighter. The local station were needing people who were available between 8am and 4pm Monday to Friday. The Clerk informed the members that a time sheet is completed each month stating when the firefighter is available and if there were Council functions, they could state they were unavailable to the fire service. Members asked which employee this concerned and it was agreed to discuss this further in the closed session

48. For members to discuss a five year project plan and to decide the next steps

Members were informed that in the past they had a five year plan and it would be recommended to have one, since it would help with budget planning. It was proposed by Cllr Brookes, seconded by Cllr Shelton and **RESOLVED** unanimously to discuss this at committees and then report back to Full Council

46. Personnel – Consideration to go into Closed Session. To include

- salary increase to Living Wage for non-NJC employees

It was proposed by Cllr Shelton, seconded by Cllr Brookes 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: salary increase to Living Wage for non-NJC employees, payment to park keepers on snow days and the request by an employee to be a firefighter. Proposed by Cllr Shelton, seconded by Cllr Brookes and 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 8.10pm. The next committee meeting is scheduled for Wednesday 26th September 2018 at 7pm in the Town Hall chambers.

Chairman's signature.....

Date.....