

## 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 30<sup>th</sup> March 2022 at 7pm at The Town Hall, Market Deeping. Cllr Lester presided over Cllr Miss Moran, Cllr Broughton and Cllr Shelton. The Clerk was also in attendance.

No members of the public attended.

### **41. Chairman's Welcome**

The chairman welcomed everyone to the meeting at 7.00pm

### **42. Apologies for Absence**

Apologies for absence were received from Cllr Mrs Redshaw.

### **43. Declarations of Interest**

There were no declarations of interest

### **44. Notes of minutes from the Finance & Personnel Committee meeting 5<sup>th</sup> January 2022**

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

### **45. Clerk's report**

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

1. Both Clerks have taken Annual leave at the start of the year, which has made life back in the office busier.
2. The precept has been finalised for 2022/23. Work is being done to finalise the Annual Governance report for 2021/22. This involves extensive preparatory work by the Clerk and an 8 hour Zoom call with our accounting software team at Rialtas on 6 <sup>th</sup> May 2022. The paperwork then needs to be completed and sent to PKF Littlejohn for external audit
3. The pay rise of 1.75% for staff for 2021/22 was announced in March 2022. This resulted in the Clerk having to calculate the additional pay due to staff between April 2021 and March 2022.

### **46. Correspondence**

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

<b>Correspondence to be Noted – Received up to 30<sup>th</sup> March 2022</b>				
<b>No.</b>	<b>Received from</b>	<b>Date Received</b>	<b>Subject</b>	<b>Committee Response</b>
1.				

## Market Deeping Town Council - Finance and Personnel Committee

Correspondence to be Acted Upon – Received up to 30 <sup>th</sup> March 2022				
No.	Received from	Date Received	Subject	Committee Response
1.	LALC	15.3.22	Website maintenance – costs for 2022-23 are £15 per hour. Based on our usage for 2021-22 it has been suggested that we purchase an initial 20 hours at a cost of £300 per annum. Additional 5-hour top-ups at £75 can be purchased if necessary and unused hours can be carried forward from this.	Agreed to purchase initial 20 hours with additional top-ups if necessary

### **47. Omega report - Review of performance to date, budget/expenditure/income**

The Clerk had provided members with a report prior to the meeting. Cllr Lester asked members if there were any comments on the Omega report. It was **RESOLVED** that the next Finance and Personnel Committee meeting would decide how any monies underspent from 2021/22 would be allocated.

A discussion took place regarding the various cost centre codes for It was **RESOLVED** that the categories for each committee should be reviewed to ensure that they are providing as much information as possible to committees and that they are still relevant. The Clerk will gradually review the committee’s codes starting with the Cemetery.

### **48. Year-end closedown to include a review of earmarked reserves and potential under/overspend for 2021/22.**

A discussion took place and it was RESOLVED to make the following changes:  
EMR Res 350 – AOS work - £5,000 **move to** EMR Res 323 - Tractor

EMR Res 346 – Wet pour area - £18,250 **move to** EMR Res 334- New vehicle

EMR Res 343 – Grounds maintenance AOS - £4,000 **move to** EMR Res 323 – Tractor.  
Then delete EMR 343

Rename EMR Res 335 – Allotments £4,500 - Toilets

Remove the following EMRs which have a NIL balance

321 – Library

322 – Youth Group

325 - TH &C Contingency

337 - Grass verges

343 - Grounds maintenance AOS

349 – Move to digital Council

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### **49. For members to consider a revised meeting schedule or advise a future proposal for 2022-23.**

It was suggested that the Amenities and Open Spaces meeting could start at 6.45 and not 6.30pm. It was proposed to move the Finance and Personnel meeting date from 27<sup>th</sup> July 2022 to 29<sup>th</sup> June 2022.

It was **RESOLVED** that the proposed revised meeting schedule was acceptable and that the revised dates would be periodically reviewed and that any changes could be implemented if necessary.

### **50. Review of Council Staff Related Policies**

- i. Council Vehicle Policy
- ii. Equality Policy
- iii. Leaver's Policy
- iv. Lone Working Policy
- v. Performance Appraisal Policy

It was **RESOLVED** that any changes made to all the above policies were acceptable. Cllr Lester asked the Clerk to put an item on the Full Council agenda for a working party to be set up to review all Council policies needing review.

### **51. Review of asset register**

It was agreed that the paintings in the Town Hall Chambers were listed at an acceptable value and it was **RESOLVED** to accept the values shown in the Asset register.

### **52. For members to consider a draft expenses policy**

It was **RESOLVED** to consider the expenses policy as part of the working party tasks (see item 50)

### **53. For members to consider the uplifted quotation re bus shelter**

It was **RESOLVED** to move this item to be discussed at the Planning and Highways meeting on 6<sup>th</sup> April 2022.

### **54. For members to discuss Digital council progress**

Cllr Lester explained that a quote was being obtained for a Company to oversee all digital provision for the Council. The Clerk has completed a questionnaire outlining what is currently being provided and is awaiting further information.

There are Ear Marked Reserves of £12,496 for Digital Council.

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**55. For members to receive reports from the internal auditor**

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

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

**Staff matters**

It was **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: staff matters.

A discussion take place regarding staffing matters.

It was **RESOLVED** to come out of closed session.

The Chairman thanked all members for their attendance and declared the meeting closed at 20.55 pm.

The next Finance and Personnel committee meeting is scheduled for Wednesday 29<sup>th</sup> June 2022 at 7pm, in the Town Hall.

**Chairman’s signature**.....

**Date**.....