

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 5th January 2022 at 6pm at The Town Hall, Market Deeping. Cllr Yarham presided over Cllr Miss Collins, Cllr Mrs Redshaw, Cllr Davis, Cllr Broughton and Cllr Shelton. The Clerk was also in attendance.

No members of the public attended.

27. Chairman's Welcome

The chairman welcomed everyone to the meeting at 6.00pm

28. Apologies for Absence

Apologies for absence were received from Cllr Miss Moran.

29. Declarations of Interest

There were no declarations of interest

30. Notes of minutes from the Finance & Personnel Committee meeting 20th October 2021

It was **RESOLVED** to accept the minutes of the meeting as a true and accurate record. The Clerk was instructed to sign the minutes on behalf of the Chair.

31. Clerk's report

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

<p>1. The Deputy Clerk restarted on 2nd November 2021 and has settled back seamlessly into her role.</p>
<p>2. The website has been brought up to date by our external provider. Minutes and agendas are being published within the required timeframes. Links to external sources of information have been included for example SKDC and LCC as well as bus timetables.</p> <p>We will continue to improve it now that it is more up to date.</p>
<p>3. Work has taken place to consider precept planning for 2022/23.</p>
<p>4. The meeting planned for 24th November 2021 was inquorate so was unable to take place. The meeting on 5th January 2022 is vital to agree precept planning figures and other matters. If members are unable to attend, please send apologies to the Clerk in good time so that the meeting can proceed and precept amounts can be requested from SKDC by 21.1.22.</p>

32. Correspondence

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

Correspondence to be Noted – Received up to 5th January 2022				
No.	Received from	Date Received	Subject	Committee Response
1.	Personnel advice and solutions Ltd	20.12.22	Between 17.12.21 and 26.1.22 employees can self-certificate for up to 28 days sick leave. The requirement to get a GP fit note has been suspended for this period	Noted

Correspondence to be Acted Upon – Received up to 5th January 2022				
No.	Received from	Date Received	Subject	Committee Response

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

The Clerk had provided members with a report prior to the meeting. Cllr Yarham asked members if there were any comments on the Omega report, and there were none.

34. For members to consider precept planning 2022/23 from all committees and Admin budget

Various items were considered and agreed to be a reasonable estimate of potential expenses. It was decided that the item of £500 for the provision of 2 newsletters per annum should be transferred to the Civic event category.

It was **RESOLVED** to accept the Administration precept budget for 2022/3 (subject to the amendment above) and to accept the precept requirements as agreed by all Committees and to present at Full Council for ratification on 12th January 2022.

35. Review of Council Policies

- **Financial Management Annual estimates and**
- **Financial Management Internal/External**

The Clerk had provided members with copies prior to the meeting and it was **RESOLVED** unanimously that no changes were required to the policies.

36. For members to consider a draft expenses policy

A discussion took place. A motion was **RESOLVED** to defer consideration of the draft expenses policy to the next Finance and Personnel meeting on 23rd March 2022.

37. Digital council progress: tablet provision

This item will be carried forward to a future agenda.

38. For members to consider 2022 Bank Holidays

It was **RESOLVED** that the Council will give the additional Bank Holiday to employees to mark the Queen's Platinum Jubilee. Rather than a Bank Holiday at the end of May there will be two concurrent days on 2nd and 3rd June 2022.

39. 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 Yarham asked members if there were any questions and there were none.

40. 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 18.54 pm.

The next Finance and Personnel committee meeting is scheduled for Wednesday 23rd March 2022 at 7pm, in the Town Hall.

Chairman's signature.....

Date.....