

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 26 October 2022 at 7pm at The Town Hall, Market Deeping. Cllr Lester presided over Cllr Miss Collins, Cllr Davis and Cllr Shelton. The Clerk was also in attendance.

No members of the public attended.

16. Chairman's Welcome

The chairman welcomed everyone to the meeting at 7.00pm

17. Apologies for Absence

Apologies for absence were accepted from Cllr Broughton.

18. Declarations of Interest

There were no declarations of interest

19. Notes of minutes from the Finance & Personnel Committee meeting 29 June 2022

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

20. Clerk's report

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

Agenda Item 5 Clerk's Report 26 October 2022

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| 1. Precept planning for 2023-24 has begun. |
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21. Correspondence

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

Correspondence to be Noted – Received up to 26 October 2022				
No.	Received from	Date Received	Subject	Committee Response
1.	PSDF	7.7.22	June factsheet	Noted

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Correspondence to be Acted Upon – Received up to 26 October 2022				
No.	Received from	Date Received	Subject	Committee Response
1.	SAAA	15.8.22	Option to opt out of External audit process for 2022 - 2027	Noted

22. 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 there were none.

23. For members to review Ear Marked Reserves

The clerk had provided members with a copy of the current reserves prior to the meeting.

Of the underspend for 2021/22 the following transfers had been agreed by committees

£20,000 to EMR 347 – Digital Council

£10,000 to EMR 354 – Sustainable travel

£10,000 to EMR 344 – AOS supplies (less £2,500 to swimming club grant)

£10,000 to EMR 324 – Town Hall

£5,000 to EMR 334 – New vehicle

£5,000 to EMR 343 - Grounds maintenance AOS

A discussion took place and it was **RESOLVED** unanimously that the Ear Marked Reserves were in order.

A discussion took place regarding Precept planning it was **RESOLVED** that the Precept budget requested from SKDC should not be increased for 2023/24.

24. For members to discuss the reference to paper documents in the standing orders.

A discussion took place regarding Item 15 b I a) of the Standing orders which state:

15. Proper Officer

b) The Proper Officer shall:

- I. at least three clear days before a meeting of the council, a committee
 - a) serve on councillors, by delivery or post at their residences, or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email)

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It was **RESOLVED** unanimously that Item 15 b l a) i) be added which states:

At the start of a Councillor's term of Office a Councillor will elect whether they wish to receive summons and supporting documents electronically or by paper for all Committees.

This is to take place with immediate effect.

25. For members to review the Grant Aid policy.

After discussion it was **RESOLVED** with 3 in favour and 1 against that the following should be removed from the Grant Aid policy:

Bullet 4

"Grants awarded will not normally exceed 50% of the cost of the project"

"Grants are available for sums between £1,000 and £6,000 paid once annually but must be accompanied with the last set of accounts and any business plans/budget for the current year."

It was **RESOLVED** to create a separate Precept policy and application form. The Clerk was asked to put this on the agenda for the next Finance and Personnel meeting and to research a Precept policy for grants with LALC.

26. For members to discuss Digital Council progress.

It was **RESOLVED** unanimously for Cllr Davis to take forward the Digital Council project. It was suggested that a better diary management system and document sharing process would be most beneficial. Cllr Davis agreed bring a project management proposal document to the next Full Council meeting.

27. 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.

28. 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.

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

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The Chairman thanked all members for their attendance and declared the meeting closed at 20.25pm.

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

Chairman's signature.....

Date.....