

Draft

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 29th June 2022 at 7pm at The Town Hall, Market Deeping. Cllr Broughton presided over Cllr Miss Collins, Cllr Davis, Cllr Brookes and Cllr Shelton. The Clerk was also in attendance.

No members of the public attended.

1. Chairman's Welcome

The chairman welcomed everyone to the meeting at 7.00pm

2. Apologies for Absence

Apologies for absence were accepted from Cllr Lester.

3. Declarations of Interest

There were no declarations of interest

4. Notes of minutes from the Finance & Personnel Committee meeting 30th March 2022

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

5. Clerk's report

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

**Agenda Item 5
Clerk's Report 29th June 2022**

1. Both Clerks have attended training on Council Powers and Procedures organised by LALC.

2. The Annual Governance report for 2021/22 has been finalised and is available on the Town Hall noticeboard, MDTC website and a link to it is advertised on our Facebook page. It will be advertised between 13.6.22 and 22.7.22. The paperwork has been completed and sent to PKF Littlejohn for external audit.

6. Correspondence

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

Correspondence to be Noted – Received up to 29th June 2022

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No.	Received from	Date Received	Subject	Committee Response
1.				

Correspondence to be Acted Upon – Received up to 29th June 2022

No.	Received from	Date Received	Subject	Committee Response
1.				

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

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

8. For members to review Ear Marked Reserves

The clerk had provided members with a copy of the current reserves prior to the meeting. A discussion took place and it was **RESOLVED** that the Ear Marked Reserves were in order.

9. For members to consider how to allocate underspent finances from 2021/22.

A discussion took place regarding how monies underspent from 2021/22 would be allocated. The Clerk presented each member with a copy of the Detailed Income and Expenditure by Budget Heading for period ended 31/03/2022. The net income over expenditure was £62,763.

It was **RESOLVED** that £20,000 should be allocated to EMR 347 – Digital Council and that £40,000 should be allocated between each Committee, to allocate to Earmarked Reserves for future spending projects.

10. For members to review the Terms of Reference for the Finance and Personnel Committee.

It was **RESOLVED** that the Terms of reference for the Finance and Personnel Committee were acceptable and that no alterations were needed.

11. For members to discuss the selection of new Councillors

A discussion took place regarding the selection process for new Councillors following advise received from SKDC and LALC.

It was **RESOLVED** that the decision on the process for selection of new Councillors should be placed on the agenda for the next Full Council meeting which will take place on 13th July 2022.

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The Clerk was requested to forward the LALC guidance with the papers to assist Councillors with their decision making. It was agreed that a date for the selection would be decided on 13th July 2022 and any Councillors who wish to be part of the decision making will be invited to take part.

12. For members to consider the role of a trainee park keeper

It was **RESOLVED** to discuss this in closed session.

13. For members to discuss digital council progress

The Clerk is still awaiting further information from a digital supplier regarding costings.

14. 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 Broughton asked members if there were any questions and there were none.

The Clerk intends to ensure that the Internal Audit is covering all the necessary checks.

**15. 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 **RESOLVED** unanimously to purchase a new mobile phone to enable the Park Keepers to send emails and photographs and to recruit a trainee park keeper.

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

The Chairman thanked all members for their attendance and declared the meeting closed at 20.15pm.

The next Finance and Personnel committee meeting is scheduled for Wednesday 28th September 2022 at 7pm, in the Town Hall.

Chairman’s signature.....

Date.....