

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 22 March 2023 at 7pm at The Town Hall, Market Deeping. Cllr Lester presided over Cllr Broughton and Cllr Shelton. The Clerk was also in attendance.

No members of the public attended.

53. Chairman's Welcome

Cllr Lester welcomed everyone to the meeting at 7.00 pm

54. Apologies for Absence

There were apologies for absence from Cllr Miss Collins.

55. Declarations of Interest

There were no declarations of interest.

56. Notes of recommendations from the Finance & Personnel Committee meeting 11 January 2023.

It was recommended to accept the recommendations of the meeting as a true and accurate record.

Cllr Lester signed the recommendations as Chair.

57. Clerk's report

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

**Agenda Item 5
Clerk's Report 22 March 2023**

<p>1. The precept has been finalised for 2023/24. Work is being done to finalise the Annual Governance report for 2022/23. This involves extensive preparatory work by the Clerk and an 8 hour Zoom call with our accounting software team at Rialtas on 28 April 2023. The paperwork then needs to be completed and sent to PKF Littlejohn for external audit</p>
<p>2. An assistant Clerk started in the office on 2 March 2023 and will be employed for an initial 12-week period for 9 hours per week. She has been given responsibility for the Amenities and Open Spaces Committee meetings and actions. A new desk, monitor and keyboard have been placed in the office and the laptop is being used.</p>
<p>3. Elections for Market Deeping Town Councillors and South Kesteven District Councillors are taking place between 20 March 2023 and 4pm on Tuesday 4 April 2023.</p>
<p>4. A new truck has been ordered from Close Motor Company. The total cost will be £33,697.80 less VAT of £5558.80. There will be a trade in of £10,000 for the old truck. A deposit of £500 has been paid. The net amount due will be £18,139 and this will be paid from EMR 334 – New vehicle £23,250.</p>

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A new fuel card has been ordered and enquiries have been made to move the tracking device to the new vehicle. The delivery date is unknown but likely to be March. The registration number will be AF23 NKA.

58. Correspondence

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

Correspondence to be Noted – Received up to 22 March 2023				
No.	Received from	Date Received	Subject	Committee Response
1	PSDF	31.1.23	January factsheet	Noted

Correspondence to be Acted Upon – Received up to 22 March 2023				
No.	Received from	Date Received	Subject	Committee Response
1.				

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

The Clerk had provided members with a report prior to the meeting.

A discussion took place regarding an additional bus shelter which has been budgeted for but is currently awaiting manufacture. It was **RESOLVED** to transfer item 300 4355 £10,150 to Ear Marked Reserves to be spent as soon as possible on the new bus shelter in 2023/24.

The purchase of a new ISUZU truck from Close Brothers was discussed. This was agreed at the Full Council meeting dated 8 March 2023. The Clerk provided a break down of the final cost:

Single cab Isuzu £26,339.00
Canopy £1,475.00
Liner £325.00

Cost £28,139.00
plus VAT £5,558.80

Total cost £33,697.80
Less part ex £10,000.00

Total due £23, 697.80

It was **RESOLVED** to transfer £18,139 (net amount before VAT) from EMR 334 – New vehicle

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It was **RESOLVED** that costs for Coronation expenses should be allocated to the Town Hall & Cemetery budget.

Cllr Lester asked members if there were any further comments on the Omega report there were none.

60. Year-end closedown to include a review of earmarked reserves and potential under/overspend for 2022/23.

It was **RESOLVED** to accept the EMRs as correct.

A discussion took place regarding any underspend for 2022/23. It was **RESOLVED** to apportion this between the Committees in the following proportions:

AOS – 50%

ADMIN – 20%

TH&C – 20%

P&H – 10%

AOS

To be allocated to EMR 338 – Play equipment

A discussion took place regarding the purchase of new more inclusive play equipment for John Eve field and Cllr Broughton explained that it was proposed to extend the size of the gated play area. The barrier will be moved out by 20m and an extra 20m installed.

Administration

To be allocated to EMR 324 – Town Hall

Town Hall & Cemetery

To be added to agenda item for discussion at May TH&C meeting on 24 May 2023 and ratified at Full Council meeting on 7th June 2023.

Planning and Highway

To be added to agenda item for discussion at May Planning and Highway meeting on 24 May 2023 and ratified at Full Council meeting on 7th June 2023.

61. For members to consider a revised meeting schedule for 2023-24.

Discussion took place and it was **RESOLVED** to accept the proposed meeting schedule for 2023-24 after the following changes, due to the date of the Annual Town meeting (17 May 2023) after the election and the date Committees will have been decided.

Town Hall and Cemetery 24 May 2023 – 6.15pm

Planning and Highway 24 May 2023 – 7.00pm

Amenities and Open spaces 31 May 2023 – 6.30pm

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62. For members to review the asset register

A discussion took place regarding various items on the asset register. It was **RESOLVED** to accept the value of assets at 31.3.23 as £303,625.45. It was noted that this would need amended to include the value of the Isuzu truck if it was purchased before 31.3.23.

63. For members to receive reports from the internal auditor

The clerk had issued members with copies of the reports for December 2022, January 2023 and February 2023 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.

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

It was **RESOLVED** unanimously to go in to closed session.

It was **RESOLVED** to purchase a good quality mobile phone on contract for use by the Clerks.

A discussion took place regarding staffing.

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

65. To consider items for inclusion on the agenda for the next meeting of Finance and personnel committee, to be held at The Town Hall Chambers on 14 June 2023 at 6.45 pm.

There were no items for inclusion at the next meeting.

The Chairman thanked all members for their attendance and declared the meeting closed at 7.00 pm.

The next Finance and Personnel committee meeting is scheduled for Wednesday 14 June 6.45 pm, in the Town Hall.

Chairman's signature.....

Date.....