

**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 11 October 2023 at 3pm at The Town Hall, Market Deeping. Cllr Broughton presided over Cllr Miss Collins, and Cllr Shelton. The Clerk was also in attendance.

No members of the public attended.

**19. Chairman's Welcome**

The chairman welcomed everyone to the meeting at 3.00pm

**20. Apologies for Absence**

There were no apologies for absence.

**21. Declarations of Interest**

There were no declarations of interest

**22. Notes of minutes from the Finance & Personnel Committee meeting 2 August 2023**

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

**23. Clerk's report**

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

**Clerk's Report 11 October 2023**

1. Precept planning for 2024-25 is being considered.
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**24. Correspondence**

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

<b>Correspondence to be Noted – Received up to 11 October 2023</b>				
<b>No.</b>	<b>Received from</b>	<b>Date Received</b>	<b>Subject</b>	<b>Committee Response</b>
1	PSDF	13.9.23	31 August factsheet	Noted

<b>Correspondence to be Acted Upon – Received up to 11 October 2023</b>
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No.	Received from	Date Received	Subject	Committee Response
1.				

**25. 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.

**26. For members to consider the detailed income and expenditure to 30/09/2023**

The clerk had provided members with a copy of detailed income and expenditure by budget heading to 30/09/2023. A discussion took place and it was **RESOLVED** that the detailed income and expenditure to 30/09/2023 were in order.

**27. For members to review the asset register at 30/9/2023**

It was **RESOLVED** that the asset register was in order and that no alterations were needed.

**28. For members to consider Precept planning**

A discussion took place and as the precept had been kept at a 0% increase for 2022/23 and 2023/24 it was **RESOLVED** that the Precept could be increased by committees by up to 5%

**29. For members to consider transferring to CCLA account (precept received)**

It was **RESOLVED** to transfer funds to the CCLA account and Councillors signed the authorisation form

**30. For members to consider updating the drug testing policy for staff**

It was **RESOLVED** to adopt the updated Drug and alcohol abuse policy.

**31. For members to receive reports from the internal auditor for August 2023**

The clerk had issued members with a copy of the August report 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.

**32. For members to consider getting a Sum Up machine**

It was **RESOLVED** that a SUM UP machine should be obtained for the Christmas market and selling raffle tickets

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

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**Staff matters**

It was proposed, seconded and **RESOLVED** unanimously to move into Closed Session to members 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.

A discussion of a confidential nature took place regarding pay, closing the cemetery and hours of work.

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

**34.** The next Finance and Personnel committee meeting is scheduled for Wednesday 13 December 2023 at 7pm in the Town Hall.

The Chairman thanked all members for their attendance and declared the meeting closed at 3.45pm.

**Chairman's signature**.....

**Date**.....