

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 13 December 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.

35. Chairman's Welcome

The chairman welcomed everyone to the meeting at 3.00pm

36. Apologies for Absence

There were no apologies for absence.

37. Declarations of Interest

There were no declarations of interest

38. Notes of minutes from the Finance & Personnel Committee meeting 11 October 2023

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

39. Clerk's report

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

Clerk's Report 13 December 2023

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| 1. Precept planning for 2024-25 is being considered. |
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40. Correspondence

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

Correspondence to be Noted – Received up to 13 December 2023				
No.	Received from	Date Received	Subject	Committee Response
1	PSDF	24.11.23	Account no. and administration changes	Noted

Correspondence to be Acted Upon – Received up to 13 December 2023

Market Deeping Town Council - Finance and Personnel Committee

No.	Received from	Date Received	Subject	Committee Response
1.				

41. 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.

42. For members to consider the detailed income and expenditure to 30/11/2023

The clerk had provided members with a copy of detailed income and expenditure by budget heading to 30/11/2023. A discussion took place and it was **RESOLVED** that the detailed income and expenditure to 30/11/2023 were in order.

43. For members to review the asset register at 30/11/2023

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

44. For members to consider Precept planning for 2024/5

A discussion took place regarding the Administration budget which will be finalised at the next meeting.

45. For members to consider incorporating salaries into admin budget

it was **RESOLVED** to incorporate salaries into the admin budget for 2024/5.

46. For members to receive reports from the internal auditor for September and October 2023

The clerk had issued members with a copy of the September and October 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.

47. For members to consider the Rialtas contract for 1, 2 or 3 years

It was **RESOLVED** to sign up to the Rialtas contract for another 3 years.

48. For members to consider the Cemetery Keeper and toilet cleaning role

It was **RESOLVED** to advertise the roles in February 2023 and that the 2 roles could possibly be done by 1 person.

49. Personnel – Consideration to go into Closed Session. To include: Staff matters

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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 and staff leaving.

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

50. The next Finance and Personnel committee meeting is scheduled for Wednesday 10 January 2024 at 3pm in the Town Hall.

The Chairman thanked all members for their attendance and declared the meeting closed at 3.15pm.

Chairman's signature.....

Date.....