

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 27 March 2024 at 9am 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.

67. Chairman's Welcome

The chairman welcomed everyone to the meeting at 9.00am

68. Apologies for Absence

There were no apologies for absence.

69. Declarations of Interest

There were no declarations of interest

70. Notes of minutes from the Finance & Personnel Committee meeting 10 January 2024

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

71. Clerk's report

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

Clerk's Report 27 March 2024

1. Final year end preparation is underway.
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72. Correspondence

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

Correspondence to be Noted – Received up to 27 March 2024				
No.	Received from	Date Received	Subject	Committee Response
1.	CCLA	21/03/24	Notification of changes to the accounts regarding office admin.	
Correspondence to be Acted Upon – Received up to 27 March 2024				
No.	Received from	Date Received	Subject	Committee Response

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

The Clerk had provided members with a report showing amounts balanced up to 29.2.24 prior to the meeting. Cllr Broughton asked members if there were any comments on the Omega report there were none.

74. Year-end closedown to include a review of earmarked reserves and potential under/overspend for 2023/24

The Clerk issued copies of the closing balance of Ear Marked Reserves as at 31.3.24. It was **RESOLVED** unanimously to accept the EMRS as correct.

A discussion took place regarding the underspend for 2023/24. It was **RESOLVED** unanimously to apportion this between the committees in the following proportions:

AOS – 50%

ADMIN – 20%

TH&C – 20%

P&H – 10%

75. For members to review revised staff contracts for 2024

Copies of revised contracts as recommended by Personnel Advice and Solutions had been sent to all by the Clerk. It was **RESOLVED** unanimously to accept the new contracts. The Clerk was instructed to issue them to all staff.

76. For members to review the asset register

It was **RESOLVED** unanimously that the asset register was in order. The total value of assets as at 30.3.24 is £362,297.72.

77. For members to receive reports from the internal auditor for February 2024

The clerk had issued members with a copy of the February 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.

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

The vacancy for a part-time Cemetery keeper was discussed it was agreed that the vacancy would be advertised as soon as possible on Facebook, outside the Town Hall and on the Town Council's website. The closing date was agreed as 12.4.24 with interviews to be held on 18.4.24.

79. To consider items for inclusion on the agenda for the next Finance and Personnel committee meeting is scheduled for Wednesday 14TH July 2024 at 3pm in the Town Hall.

There were none.

The Chairman thanked all members for their attendance and declared the meeting closed at 9.20 am.

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Chairman's signature.....

Date.....