

Please note these are notes of the meeting until approved by the Council as a true record

Minutes of the Finance and Policy Meeting held on Thursday 15th July 2021 at 7pm in the Council Chamber, Franklin Hall, Halton Road, Spilsby

Present: Cllr E Lowe (Chairman)

Cllr Gibson Cllr Mangion Cllr Taylor Cllr Wood

Also present: Mrs Y Smith (Town Clerk) (TC)

10. Election of Chairman of the Finance and Policy Committee

Cllr Lowe was elected as Chairman of the Finance and Policy Committee

11. Apologies

Apologies were received and accepted from Cllr Haddock, Cllr Rose and Cllr Wright

12. Declarations of Interest under the Localism Act 2011

None

13. Review of New Policies

a. Recruitment and Selection Procedure

It was **RESOLVED** to accept the Recruitment and Selection Procedure

b. Information and Communications Technology Policy

It was **RESOLVED** to accept the Information and Communications Technology Policy

c. Allowances and Expenses Policy

TC explained that these were covered in the Expenses Policy including the fact that only the Mayor receives an allowance so a separate policy was not necessary. This was agreed.

d. Correspondence Policy

TC explained that this was covered in the Communications Policy and a separate policy was not necessary. This was agreed.

e. Complaints Policy Flowchart

Cllr Mangion suggested that there should be a reference to the current Code of Conduct and that be added to the flowchart. This was agreed.

It was **RESOLVED** to accept the Complaints Policy Flowchart with amendment.

f. Nomination of Mayor and Deputy Mayor Policy

Cllr Mangion suggested that it should be stated that the current Mayor could stand for re-election to Mayor. It was agreed that this be added to the Policy.

It was **RESOLVED** to accept the Nomination of Mayor and Deputy Mayor Policy with the amendment

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ACTION-Cllr Gibson and TC to review the policy review dates and policies for any changes in legislation.

14. Recreation Ground Yearly Rent

It was **RESOLVED** that the 5p rent for Spilsby Recreation Ground for the current year would be waived and that the Recreation Ground be notified by email of the decision and that in future they may be invoiced.

15. Risk Register

Cllr Gibson and Cllr Wright had produced a risk register as part of the governance requirements of the Town Council. Cllr Gibson explained that it was about the corporate risk and that a note should be made on the register and either are covering or going to cover the items. Cllr Mangion said that it was important that it is reviewed by the committee regularly. Cllr Lowe said that she thought it should be reviewed when something is added.

It was **RESOLVED** to accept the Risk Register and that Cllr Gibson and Cllr Wright would set it up.

16. LCC Website Monitor

It was **RESOLVED** that Cllr Gibson be the Councillor who is responsible for overseeing the content of the LCC Parishes Website, Spilsby Section, to ensure that it is kept up to date with the statutory documents of governance.

17. Purchase of PDF converter

It was **RESOLVED** to set the budget as £80 to purchase the software necessary to convert PDF to an editable document.

ACTION-Cllr Wright and TC to source.

18. Cemetery Lights

TC said that at the moment, there was not enough money to purchase them. It was generally felt that the expense could not be justified. Several options were discussed however all would incur a cost.

It was **RESOLVED** to keep the cemetery lights in abeyance until next Financial Year and that Cllr Holland for his hard work in researching the products.

19. Cemetery Prices increase.

It was **RESOLVED** to increase the Cemetery Prices by 5 %.

20. Agenda items for next meeting

Churchyard wall investigation recommendations
Policies for review