

Clerk: Carolyn Wilkinson. Website: <https://south-hykeham.parish.lincolnshire.gov.uk/>

Minutes of the Finance meeting of South Hykeham Parish Council held on Tuesday 21st May 2024 at 7.00pm at South Hykeham Community Primary School, Wath Lane.

Present: Councillors Mrs P Whittaker (Chairman), D Rowson (Vice Chair), P Driffill, Mrs L Graham, S Roe, N Southam, Clerk: Carolyn Wilkinson.

The Chairman opened the meeting and welcomed those present.

1. To receive apologies for absence and to resolve to accept the reasons given. Cllr Mrs Dillon-Jones had sent her apologies. Cllr Roe proposed that the reason for absence should be accepted. Cllr Rowson seconded the motion that was unanimously approved.

2. To resolve to receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider members' written dispensation requests. There were no declarations of interest at this point.

3. To resolve to adopt the clerk's notes of the meeting of 10th April and 8th May 2024 as the minutes of those meetings. Proposed Cllr Roe, seconded by Cllr Rowson that the clerk's notes of the 10th April and 8th May 2024 should be adopted as the minutes of those meetings. Unanimously approved on a show of hands by those members present at each of the meetings.

4. Finance

a) To resolve to approve the revised asset register. Proposed by Cllr Roe, seconded by Cllr Southam that the revised asset register should be approved. Unanimously approved on a show of hands.

b) To resolve to approve the Parish Council's unaudited accounts for 1st April 2023 to 31st March 2024. Due to ongoing IT problems it had not been possible to produce the accounts in time for this meeting. **Deferred to the June meeting**

c) To resolve to accept the preferred quote for the renewal of the Parish Council Insurance Policy for the ensuing year due for renewal on 1st June 2024. Proposed Cllr Rowson, seconded by Cllr Southam and unanimously approved on a show of hands that the quote from Clear Councils for the 3 year long term agreement should be accepted. It was unanimously agreed that the additional quote secured by Cllr Mrs Dillon- Jones for increased legal fees cover should not be taken up as members felt the level of £250,000 originally quoted was sufficient for this council which has no play equipment, buildings, vehicles or staff other than a part time clerk. **Clerk to renew 3 year long term agreement**

d) Ratification of the Council Debit card policy. Proposed Cllr Mrs Graham, seconded by Cllr Rowson and unanimously resolved that the policy for use of the Council Debit Card as covered in the Financial Regulations has the approval of Council. To be reviewed at least every 2 years.

e) Ratification of the BACS/CHAPS payments policy. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the policy for use of the BACS/CHAPS payments policy as covered in the Financial Regulations has the approval of Council. **To be reviewed at least every 2 years**

f) Ratification of the Council Direct Debit policy. Proposed Cllr Mrs Graham, seconded by Cllr Rowson and unanimously resolved that the policy for use of the Direct Debit policy as covered in the Financial Regulations has the approval of Council. **To be reviewed at least every 2 years**

g) To resolve to accept the terms of renewal of the annual subscription for the Website Maintenance Agreement & the acceptance of the service level agreement for the ensuing year. Proposed Cllr Roe, seconded by Cllr Southam & unanimously resolved that the terms of renewal of the annual subscription for the Website Maintenance Agreement & the acceptance of the service level agreement for the ensuing year should be approved. **Clerk to renew subscription & advise LALC of acceptance of SLA**

h) To resolve to approve the renewal of the Clerk’s annual subscription to SLCC. Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously approved on a show of hands to renew the Clerk’s subscription. **Clerk to renew**

5. Planning /To consider NKDC planning applications received & respond by deadline. None received

6. Correspondence. None

7 Chairman’s report. Noticeboards at Newark Road and Meadow Lane need treating. Cllr Driffill will get the teak oil, treat the noticeboards and give receipts to the Clerk for reimbursement. **Cllr Driffill was asked to plant both of the memorial planters in readiness for the D Day 80 celebrations and church service. Clerk will reimburse from petty cash any expenses incurred on submission of a receipt**

8. Clerk’s report. A letter has been received from RAF Waddington indicating that there will be another COBRA Warrior exercise taking place later in the year. There will be an increase in traffic but the camp is liaising with LCC Highways to minimize the disruption. **Noted**

9. Parish Councillors’ reports –information only/items requiring a decision will appear on a future agenda. No other reports to consider.

10. To consider moving into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960 as amended by section 100 of the Local Government Act 1972 for confidential items. Proposed Cllr Roe, seconded by Cllr Southam and unanimously approved on a show of hands.

Proposed by Cllr Roe, seconded by Cllr Southam and unanimously approved on a show of hands that the Parish Council bank accounts should be managed as per the document that had been circulated to members in advance of this meeting. Clerk to regularly monitor and check the bank accounts to ensure there is no unusual activity on them. **Clerk to carry out regular checks of bank balances/Accounts are and bank statements are available for members of council to scrutinize periodically but at least quarterly**

Date and Time of Next meetings: –

10 Year Strategy Working Party meeting Weds 12th June 2024 6.30pm

June Parish Council Meeting Weds 12th June 2024 7.00pm

There being no further business the meeting closed at 8.07pm.

ChairmanDate.....