

Minutes of the inaugural meeting of South Hykeham Parish Council's Finance and General Purposes Committee took place on Tuesday 7<sup>th</sup> October 2025 6.30pm at South Hykeham Community Primary School, Wath Lane.

Present: Cllrs Rowson, Mrs Whittaker and Southam. Clerk Carolyn Wilkinson

**1. To receive apologies for absence and to resolve to accept the reason for absence. Apologies from Cllr Mrs Graham.** Cllr Southam proposed that the reason for absence should be approved. Seconded by Cllr Mrs Whittaker and unanimously approved.

**2. To resolve to receive any declaration of Interests in accordance with the requirements of the Localism Act 2011 and to consider member's written dispensation requests.** There were no declarations of interest.

**3. Finance**

**a) To consider the revised edition of the Parish Council's Financial Regulations with a view to a recommendation to full council that they be adopted at the October full council meeting.** Proposed Cllr Rowson, seconded by Cllr Southam that it should be recommended to full council that the revised Financial Regulations should be adopted. **Certain reports/checks are to be standing agenda items for F & GP.**

**b) To consider the revised Parish Council Risk Assessment with a view to a recommendation to full council that it should be adopted at the October full council meeting.** Proposed Cllr Southam, seconded by Cllr Mrs Whittaker that it should be recommended to full council that the revised Parish Council Risk Assessment should be adopted. It was agreed that certain matters raised should be addressed as a matter of urgency.

**4) To consider the recommendations from SLCC and LALC that councils in order to comply with the AGAR assertion 10 next year that they should have migrated to either a .gov or .org email address.**

**a) To consider the proposal tabled by Cllr Southam for the best course of action to ensure that the Parish Council complies with AGAR Assertion 10 and the practical considerations to facilitate this.** Members of the committee unanimously agreed that this solution would be the most cost effective in ensuring that Council complies with assertion 10. Cllr Mrs Whittaker proposed that £250 should be allocated to a budget to facilitate this. She proposed that this recommendation should be taken to full council tomorrow evening for approval. Cllr Rowson seconded the motion that was unanimously approved on a show of hands.

**b) To consider the Final External Auditor Report and Certificate 2024/25 in respect of the limited assurance review.** Cllr Southam suggested that the findings of the external auditor were in order and that this should be reported to the full council at the meeting of tomorrow evening.

**5. Update on the proposed meeting with NHTC in order to discuss the revision of the Joint Neighbourhood Plan & associated costs.** After much discussion that this revision of the plan should be put on hold as neither council has made provision in the budget for the expense of engaging consultants.

**6. To consider the revision of the Grants and Donations Policy with a recommendation to be taken to full council for approval.** Proposed Cllr Southam, seconded by Cllr Mrs Whittaker that it should be recommended to full council that the revised Grants and Donations policy should be adopted.

**7. Budget 2026/2027 preparation.**

**a) To discuss suggested projects and to review items to be included in the budget 2026/27.** All Members of council to look around the area and in their own vicinity to see if there is an area of amenity land that the Council could install some fitness equipment on. The Headteacher has been working with the children to find out what ideas they might have for amenities in South Hykeham and one of their suggestions had been outdoor fitness equipment. For discussion tomorrow evening at full council and any other suggestions. There is also the potential cost of the Pump Hill Memorial and the history boards which can be paid for out of the Coop grant for the boards and CIL money which can be spent on infrastructure. Clerk to check with NKDC to see if this proposal meets to conditions for spending CIL Planning gains.

**b) To consider budget provision for additional staffing costs in order to support business continuity.**

Human Resources are to be tasked with looking at writing a job description for a 30 hour per month post for an assistant clerk. **Refer to HR Management Committee.**

**8. Correspondence.** None

**9. Chairman's report.** None

**10. Clerk's report.** None

**11. 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. No matters to be dealt with under this heading.**

**Date and Time of Next Finance and General Purposes Committee meeting ?**

**Meeting finished at 7.30pm**

**Signed.....Chairman**

**Date.....**