



**Minutes of the Personnel and Finance Committee held at 7.00
at the Caistor Town Hall on 31 October 2023**

Present: Cllr J. Wright, Cllr J. Bowman (Chair), Cllr R. Lyus, Cllr M. Galligan, Cllr L. Milner,
In Attendance: Cllr S. Davey, Michelle Moss, Cllr A. Clark, Cllr H. Priestly,
Members of public present: 0

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2505**
Cllr Galligan noted an interest in Caistor in Bloom for agenda item 9; Cllr Bowman noted an interest in 2-4 market Place for agenda item 9.
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2506**
Apologies received from Cllr Cox
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 2507**
Cllr Davey asked for permission to address the meeting during agenda item 9.
- 4. To review and approve the draft minutes from 25th July 2023 meeting - Ref: 2508**
RESOLVED to approve the minutes from the Personnel and Finance meeting of 25th July 2023 and accept as a true record of the meeting.
Proposed: Cllr R. Lyus Seconder: Cllr M. Galligan All in favour
- 5. To receive the bank reconciliation - Ref: 2509**
The bank reconciliation for 23rd October was reviewed by 2 members and agreed that it reconciles to the account balances on the statements shared prior to the meeting.
RESOLVED to approve the bank reconciliation.
Proposed: Cllr J. Wright Seconder: Cllr M. Galligan All in favour
- 6. To review the projected spend against budget forecast and make appropriate recommendations to full council - Ref: 2510**
It was noted that: whilst there had been some unexpected expenditure this year to date, there had also been some unexpected income; much of the 'overspend' had been taken from earmarked reserves previously set aside; the boiler replacement at CS&SC will impact this years spend; current projected expenditure is around 5 -7% over the planned budget.
- 7. To review the reserves policy and make appropriate recommendation to full council - Ref: 2511**
RESOLVED to approve the Reserves Policy.
Proposed: Cllr J. Wright Seconder: Cllr R. Lyus All in favour
- 8. To receive and approve the updated CTC Asset register - Ref: 2512**
It was noted that the asset register is regularly updated throughout the year and reviewed by Estates Committee.
RESOLVED to accept the asset register as an accurate record of the councils assets.
Proposed: Cllr J. Wright Seconder: Cllr M. Galligan All in favour
- 9. To review the draft budget for 2024/25 and make appropriate recommendations for consideration by full council - Ref: 2513**
Following a lengthy discussion the following changes were proposed for recommendation to full council: Grants and donations increase to £7000; estates equipment increase to £4500; Civic service increase to £3000; grass cutting reduce by £6000 (KH to retain cemetery); include income from street food licence; remove proposed reserves for fire station/ market place layout/ parking/ cornhill resurfacing/ water at market place/ new cemetery; increase reserves for church ground trees to £1500.

Signature:



Cllr Bowman left the meeting, Cllr Wright chaired for the discussion on the proposed budget including PWL for 2 -4 Market Place; Cllr Bowman returned once the discussion was completed, and continued chairing the meeting.

RESOLVED to present the revised budgets to full council for review.

Proposed: Cllr R. Lyus Seconder: Cllr J. Wright All in favour

10. To receive the updated employee leave sheets and agree any action - Ref: 2514

It was noted that: Estates personnel had a lot of hours holiday left to take and should be encouraged to take time off; the holiday year runs Jan to December; unless authorised, only 15 hours may be carried across to next year, or paid if agreed by full council.

11. To resolve to go into closed session for the remainder of the meeting - Ref: 2515

RESOLVED to enter closed session for the remainder of the meeting

Proposed: Cllr J. Wright Seconder: Cllr R. Lyus All in favour

12. To receive the Clerks 6 month probationary period review - Ref: 2516

It was noted that the review had been completed in July and the Clerk signed off as a permanent employee.

Meeting closed at 21:00

Signature: