



Minutes of the Personnel and Finance Committee held at 7:00pm at the Arts & Heritage Centre on 1 August 2024

Present: Cllr J. Bowman (Chair), Cllr R. Lyus, Cllr M. Galligan, Cllr J. Cox, Cllr L. Milner,
In Attendance: Cllr S. Hodson, Michelle Moss,
Members of public present: 0

- 1. To appoint the Chair of the Personnel and Finance Committee - Ref: 3249**
Cllr Bowman nominated herself to be Chair. Cllr Milner seconded. All voted in favour. Cllr Bowman was duly elected as Chair of the Committee
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 3250**
None.
- 3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3251**
Apologies had been received from Cllr Wright.
- 4. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 3252**
One member of the public (also a councillor) noted that: awareness of CTC is growing and so are the expectations and accountability; Councillors need to engage more with residents. Cllrs noted that social media is here to stay and should be embraced. Cllr Cox noted that he would raise an agenda item for the next full council suggesting putting the agenda/minutes/decisions/updates on social media.
- 5. To review and approve the draft minutes from 23rd April 2024 meeting - Ref: 3253**
The minutes had been circulated to councillors prior to the meeting. RESOLVED to approve the minutes as a true record of the meeting (2 abstained as they were not at the previous meeting)
2 abstained
- 6. To review the projected spend against budget forecast and decide whether to move any funds to reserves - Ref: 3254**
A review of the spend against budget was completed. It was agreed to add an agenda item to review the spend against budget at the next meeting and councillors will identify if any recommendations should be made to full council to move money into reserves e.g for projects which will not be completed this year.
- 7. To review the latest version of the asset register - Ref: 3255**
It was noted that: whilst equipment at the parks is included on the asset register, the park land owned by the town council is not currently included and should be added; the 'Caistor town signs' are actually owned by LCC and should be removed; a hand held speed device use by the community speed watch group is not included and should be. RESOLVED to update the asset register and share with our insurers to get a more accurate insurance cover at the next renewal in September.
Proposed: Cllr J. Bowman Seconder: Cllr J. Cox All in favour
- 8. To agree to purchase the latest Charles Arnold Barker - Local Council Administration book 13th Edition. - Ref: 3256**
It was noted that the current edition held in the office is 11th edition from 2018 does not include legislation after 2017, including GDPR, transparency requirements and certain election rules. RESOLVED to purchase the latest edition from SLCC at the reduced member price.
Proposed: Cllr J. Bowman Seconder: Cllr L. Milner All in favour
- 9. To agree the interview process and panel for the Deputy Clerk position - Ref: 3257**
The process was agreed as: The applications would be shortlisted using the selection matrix; all personal application information sent to cllrs had been redacted; applicants who scored above 40 would be invited for

Signature:



interview; unsuccessful applicants would be advised they would not be called for interview; the interview panel would comprise of the clerk, a rep from P&F, a rep from Estates and the Chair/ViceChair; the clerk would lead the interview.

All in favour

10. To resolve to go into closed session for the remainder of the meeting (DPA 2018) - Ref: 3258

RESOLVED to exclude public and press for the remainder of the meeting.

All in favour

11. To review and shortlist the applications submitted for the Deputy Clerk position - Ref: 3259

It was noted: that all CV's and applicant data had been redacted for discussion; the applications were assessed against scoring matrix; 2 applications scored at or above the required level. RESOLVED to take 2 applications forward to interview stage. Clerk to organise the interviews.

All in favour

Meeting closed at 8:55pm

Signature: