



## Minutes of the Personnel and Finance Committee held at 7.00pm at the Arts & Heritage Centre on 22 April 2025

Present: Cllr J. Bowman (Chair), Cllr J. Cox, Cllr L. Milner,

In Attendance: Cllr S. Davey, Michelle Moss,

Members of public present: 1

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3884**  
None received. Cllrs Lyus and Galligan were not present for the meeting.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 3885**  
None declared.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 3886**  
One member of the public read a statement out in relation to the tree in Millfields which overhangs his property. He left the meeting after the public forum.
- 4. To review and approve the draft minutes from 26th November 2024 meeting - Ref: 3887**  
The minutes had been circulated to councillors prior to the meeting. RESOLVED to approve the minutes of the meeting held on 26th November 2024.  
All in favour
- 5. Finance - Ref: 3888**
  - a) To review the projected spend against budget forecast - Ref: 3889**  
It was noted that as only 3 weeks into this financial year there are no projections yet. Last year ended with an under spend and a higher income than budgeted for resulting in a surplus of £12697. RESOLVED to increase general reserves by £12697.  
All in favour
  - b) To consider the draft AGAR documents for 24/25 - Ref: 3890**  
The accounting statements, bank rec and explanation of variances had been circulated to councillors prior to the meeting. It was noted that there were no significant variances reported and the statements balanced.
  - c) To consider an investment strategy policy - Ref: 3891**  
It was noted that the council doesn't currently have an investment strategy. The draft document had been circulated to councillors prior to the meeting.  
RESOLVED to recommend to full council that the strategy is adopted and reviewed at least bi-annually.  
All in favour
  - d) To consider opening accounts with other providers to secure CTC funding above that covered under the FSCS - Ref: 3892**  
It was noted that: the council currently holds all current operating expenditure and reserves in Natwest Bank; the level of funding guarantee for any one bank is £85,000. RESOLVED to open a 40 day notice account with Charity Bank and an instant access account with Unity Trust bank each with a deposit of £65,000.  
All in favour
  - e) To monitor expenditure of the Chairpersons allowance - Ref: 3893**  
It was noted that last year the chair of Caistor town council had only spent £52 out of their allocated £350 budget.
  - f) To review and update the asset register - Ref: 3894**  
It was noted that: the asset register is up to date; new purchases for Estates operative have been included; a

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question was raised about whether the magistrates clock belongs to CTC as it is not include on the register. Agreed to check with full council for opinion.

**g) To consider the council insurance arrangements and agree to seek quotes - Ref: 3895**

It was noted that: the current 3 year arrangement with Zurich ends 31st August; the cover arrangements had been reviewed fully last year and adjustments made; the fixed assets have not been valued for some time; agreed that it would be useful to get fixed assets revalued for insurance purposes ahead of the insurance renewal.

RESOLVED to get quotes for valuation of fixed assets by 31.5.25 for consideration at CTC meeting in June. (Cllrs Bowman and Milner to progress)

All in favour

**6. Policy - Ref: 3896**

**a) To review and update the Financial regulations - Ref: 3897**

It was noted that NALC have published revised financial regulations.

RESOLVED to recommend the changes to full council for approval as detailed in financial regulation document appended to these minutes.

All in favour

**b) To review the Standing orders and recommend any changes - Ref: 3898**

The standing orders were reviewed.

RESOLVED to recommend the following changes to full council for approval:

3i - Remove the requirement for a person to stand when speaking;

4v - a committee member may confirm a substitute up to 5pm on the evening of the committee meeting;

15bxiv - remove the need to record every planning decision in a specific book.

All in favour

**c) To review and update the risk register - Ref: 3899**

It was noted that: the risk register had been updated to reflect the current health and safety requirements, these are being progressed and are gradually reducing the level of exposure; a couple of minor changes were made in readiness for consideration by full council at Mays meeting.

**d) To consider the new sexual harassment in the workplace policy - Ref: 3900**

Cllrs Bowman and Milner had drafted the policy and training requirements document. RESOLVED to recommend the policy for approval by full council at Mays meeting; Cllrs Bowman and Milner will take responsibility for ensuring all councillors are trained.

All in favour

**e) To consider any updates required to the Terms of Reference - Personnel and Employment Committee - Ref: 3901**

RESOLVED to recommend the TOR for approval at the May's meeting of CTC.

All in favour

**7. To review the recent issues with CTC one drive and consider appropriate alternatives - Ref: 3902**

It was noted that recent IT issues have highlighted the current arrangements are flawed.

RESOLVED that Cllr Cox will work with the clerk to agree and cost an alternative for consideration by full council in May's meeting.

All in favour

**8. To resolve to go into closed session and to exclude all non-committee members (except the Clerk) for the remainder of the meeting - Ref: 3903**

RESOLVED to go into closed session. Cllr Davey left the meeting.

RESOLVED to extend the meeting past 2 hours.

All in favour

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**9. Employment - Ref: 3904**

**a) To receive the summary of the clerks appraisal - Ref: 3905**

A verbal summary of the appraisal was shared. Interim reviews have been scheduled.

**b) To consider the deputy clerks performance throughout the probationary period and agree next steps - Ref: 3906**

It was noted that the Deputy Clerks probationary period ends on 11th May. Agreed that the clerk will complete a review with the DC and sign the probationary period off.

**10. To consider a vexatious complainant and agree action - Ref: 3907**

It was noted that the council have spent a huge amount of time dealing with the issue; the council has met it's responsibilities in relation to the issue; and the complaint has now become habitual/vexatious. RESOLVED that Cllr Bowman would write to the resident and notify him that his complaint has now been designated as habitual/vexatious.

All in favour

**11. To consider the volume of work and additional hours being worked by the clerk at the moment and agree a way forward - Ref: 3908**

Noted. Agreed that the clerk should prioritise and wherever possible try to only work contracted hours; P&F would make other councillors aware of the current pressures.

Meeting closed at 9.30pm

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