Town Hall
14 High Street
Caistor
LN7 6TX

Minutes of the Personnel and Finance Committee held at 7.00 at the Caistor Town Hall on 28 April 2026

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Cox, Cllr L. Milner, Cllr P. Morris,
In Attendance: Michelle Moss,
Members of public present: 0

1. **To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 5000**

Prior to the meeting starting, It was RESOLVED that Cllr Wright would Chair the meeting in the absence of Cllr Bowman.
No interests declared.

2. **To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5001**

Apologies received from Cllrs Bowman and A.Clark.

3. **Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 5002**

None.

4. **To review and approve the draft minutes from 28th October 2025 meeting - Ref: 5003**

The draft minutes had been circulated prior to the meeting.
RESOLVED to approve the minutes of the meeting of 28th October 2025 as a true record of the meeting. 2 Councillors abstained as they were not at the meeting.

2 abstained

5. **To review and approve the draft minutes from the inquorate meeting of 16th December 2025 - Ref: 5004**

RESOLVED that the minutes noting that no business was conducted are a true record of the inquorate meeting of 16th December 2026.

All in favour

6. **Finance - Ref: 5005**

a. **To review the projected spend against budget forecast - No data currently - Ref: 5006**

Not reviewed.

b. **To review the Investment strategy including to consider the impact of the FSCA compensation increase to £120k and agree action - Ref: 5007**

It was noted that the investment strategy had been amended to reflect the current financial position and the revised FSCA compensation limit.
RESOLVED to approve the revised investment strategy for 2026/27.

All in favour

c. **To review the latest version of the asset register and make any recommendations for consideration by Full Council - Ref: 5008**

It was noted that the new market signs are not included on the register.
RESOLVED to include the market signs on the asset register and recommend approval by full council.

All in favour

7. **Policy - to review the following policies and make recommendations for consideration by full council - Ref: 5009**

a. **Policy review - Risk register - Ref: 5010**

The changes to the risk register were noted, including the higher risk relating to the historic burials in the cemetery. RESOLVED to recommend the risk register for approval by full council.

All in favour

b. Policy review - CTC standing orders - Ref: 5011

The proposals for updated standing orders had been circulated prior to the meeting. Proposed amendments included a section permitting a vote of no confidence in a councillor. Cllrs also requested that the Chair or vice chair of the council are permitted to handle some staffing matters outlined in section 11.
RESOLVED to recommend the revised Standing Orders for approval by full council to include the section on vote of no confidence in a councillor and that the section on Handling Staff Matters be amended to reflect that either the chair or vice chair of the council should be included as: a person to notify of absence; able to conduct the clerks review alongside another member of personnel committee; able to handle grievance matters of the clerk.

All in favour

c. Policy review - CTC financial regulations - Ref: 5012

It was noted that a few minor amendments have been made to the draft financial regulations, including a request from the Estates committee that where the clerk has been unable to secure 3 quotes for contracts above £5000 within 60 days that the committee may refer to full council to request progression without 3 quotes.
RESOLVED to recommend the financial regulations to full council with the following changes:
1 - 5.8. Where the clerk has been unable to secure 3 quotes for work exceeding £5000 within 60 days, following due consideration the council may elect to suspend the regulation to require 3 quotes.
2 - 5.15. Under exceptional circumstances, where the clerk is not contactable, the Chair of the council be permitted to authorise expenditure of up to £500 ex VAT.
3 - 11.3. Either the full council or a relevant committee may agree changes to employees pay. Where a personnel committee exists the authority is delegated to the committee.

All in favour

d. Policy review - Non-payment policy - Ref: 5013

It was noted that no changes have been proposed to the policy.
RESOLVED to approve the policy.

All in favour

e. Policy review - Terms of Reference - Personnel and Finance Committee - Ref: 5014

RESOLVED to recommend the terms of reference for approval by full council with the inclusion of: the ability for the chair or vice chair of the council to conduct the annual appraisal of the clerk alongside a representative from the P&F committee; and that P&F can determine pay and contractual conditions for employees in line with industry recommended salary scales.

All in favour

8. To resolve to exclude press and public, in accordance with the Public Bodies (Admission to Meetings) Act 1960, for the remainder of the meeting due to the confidential nature of the items - Ref: 5015

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

All in favour

9. To receive the employment law update from PAS Ltd and consider any action - Ref: 5016

The newsletters were considered and noted.

10. Review expenses and allowances policy and consider better alignment with the Green Book - HMRC approved payment guidance - Ref: 5017

The revised policy and report had been circulated for consideration prior to the meeting.
RESOLVED to approve the amended policy wef 01.05.26 including the alignment of mileage rates to 45p per mile for the first 10000 business miles and 25p per mile thereafter per annum, and leave the essential car users allowance at the current rate.

All in favour

11. To receive the annual review for the Estates Operative - Ref: 5018

It was noted that Cllr Cox and the clerk completed the annual review for Mike Crookes. The review documents

Signature: ....

had been circulated to the committee prior to the meeting.

12. **To consider the annual salary review for staff - Ref: 5019**

RESOLVED to increase the hourly rate of both employees by one point on the SCP scale with effect from 1st May 2026.

All in favour

13. **Review Vexatious complainant list and agree any action - Ref: 5020**

It was noted that the current vexatious complainant had been on the log for 12 months. RESOLVED to remove the vexatious complainant from the list.

All in favour

Meeting closed at 8.05pm