Caistor Town Council
Town Hall
14 High Street
Caistor
LN7 6TX

You are hereby summoned to attend the meeting of Personnel and Finance Committee which will be held on Tuesday 27 October 2026 commencing at 7:00 at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.
This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Michelle Moss
Clerk to the Council
20/10/2026

## AGENDA

1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each
4. To review and approve the draft minutes from 25th August 2026 meeting
5. **Financial Matters**
   - 5a. To review the projected spend against budget forecast
   - 5b. To review expenditure of the Mayors allowance
   - 5c. To consider the Council's current banking arrangements in light of the increased FSCS protection limit and whether accounts held across three banking organisations should be consolidated.
   - 5d. To review the proposed/draft Budget for 27/28 and make recommendations to full council
   - 5e. To receive an update on the investigation into alternative finance software packages and to consider and agree next steps.
6. **Policy Matters**
   - 6a. To consider and agree the recovery process for Lastpass
   - 6b. To review the updated Business continuity plan which now includes Lastpass.
   - 6c. To consider the violence at work policy, the record, log and investigation process as recommended by Health and Safety Working Group
7. **Personnel Matters**
   - 7a. To consider the Clerk/RFO undertaking the SLCC PILAC training and approve the associated training costs.
   - 7b. To consider whether to renew the Clerks SLCC membership
   - 7c. To consider the possibility of separating the Clerk and RFO role and recruiting an RFO
8. To resolve to exclude the press and public from the meeting for the following item due to the confidential nature of the business to be discussed relating to staffing and salary matters.

9. To consider and approve the revised NALC salary scales and associated back pay with effect from 1 April 2026