



Sleaford Town Council	
Notes of the Finance & Strategy Panel Meeting held on Thursday 27th January 2022 at 10:30am, electronically via Zoom	
Present: Cllr T Hayat – Panel Lead (10.50am) Cllr K Fernandes Cllr D Suiter	Cllr M Smith Cllr M Shanahan-Kluth Cllr S Shanahan-Kluth
Officers:	Town Clerk & supported by Administration Officer (LS)
Please note the Audio Recording from this meeting is available on the Town Council's Website.	
1.	Panel Leads Welcome
	Cllr Suiter explained the Panel Lead would be late attending the meeting and he would Chair the meeting until then.
2.	Apologies for Absence: To be noted by the Finance and Strategy Panel
	No apologies were received.
3.	Members Declarations of Interests:
	None
4.	Notes from the meeting held on 11th November 2021 and notes from the last meeting held on 10th January 2022:
	Both set of notes were noted.
5.	Risk Management:
	Cllr Smith updated the panel on the items that had been addressed. This has reduced the number of items in the Managed Risk level from 12 to 4. Action <ul style="list-style-type: none"> • Standing Orders - For all Panels to review Order by May 2022 • Insurance – Cllr Smith and the Clerk to diarise in January 2023 for the Valuation of items. • Contactless Card Payments – Ongoing investigations being made by the Clerk/RFO. Note: LALC have clarified this is an acceptable form of payment and should be added to Financial Regulations. • Communications Plan – Cllr Smith to speak to the Panel Lead and report back to a Panel meeting at a later date. • 7 Year Plan – To be updated by the Clerk/RFO and report back to the next F&S Panel Meeting in March 2022.

	<ul style="list-style-type: none"> • Annual Review of Fees and Charges – This has been done for the Financial Year 2021/2022. • Assets Register/Land Register – To be reviewed and for this to be diarised. • Health and Safety – Asset Register is required • Meter Readings – For the Clerk to liaise with the Services Leader to organise regular meter readings on all the sites. • Play Areas – For the Clerk to liaise with the Services Leader in relation to the safety checks that are taking place on the play equipment in all play areas. The Clerk explained that an IT software complete with tablet has now been purchased for play areas which will replace the existing manual system. • The Clerk confirmed that STC are members of the ICCM. Cllr Smith added that as part of the ICCM the Cemetery Regulations need to be correct and up to date. The Clerk confirmed these are to be reviewed, including the report from Defra. • Livestock on allotments - The insufficient knowledge of animal welfare allowing livestock on allotments. Clerk to investigate the tenancy agreement and training available around this. <p>Summary</p> <p>Cllr Smith explained at the outset the Risk Register had 12 red items identified, 2 of which were significant, this has now reduced to 4 red items 2 are significant, these could be resolved easily with clarification from staff.</p>
6.	7 Year Plan:
	<p>The Clerk updated the Panel on the 7 Year Plan which needs to be revised.</p> <p>Action Clerk to review the annual 7 Year Plan and prioritise accordingly.</p> <p>Resolution For the 7 Year plan to be deferred to the next F&S meeting.</p> <p>Vote: Unanimous.</p>
7.	Fire Risk Assessment:
	<p>The Clerk explained that a Fire Risk assessment had been done prior to her being in post and several actions need to be carried out, the following are outstanding.</p> <ul style="list-style-type: none"> • Alarm Panel in the main office requires relocating. • Fire Alarm to be installed in the attic of the Town Hall. • Glass screen to the main office does not comply to Fire Regulations.

	<p>Resolution As this item contained names of companies, Cllr M Shanahan-Kluth proposed this item be moved into Closed Session of the meeting so not to be prejudicial to any of the suppliers or to disclose any confidential information.</p> <p>Vote: Unanimous.</p>
8.	<p>Eastgate Car Park Resurfacing project update:</p> <p>The Clerk gave an update on Eastgate Car Park and the meeting she had with Mr Curt.</p> <p>Actions</p> <ul style="list-style-type: none"> • Clerk to continue investigations of the procurement process and signage. • Clerk to circulate some documents via email to all members of the F&S panel <p>Resolution A Car Park working group to be formed.</p> <p>Vote: 5 For 1 Abstention</p>
9.	<p>Public Toilet Provision:</p> <p>The Clerk explained we are still having antisocial behaviour in the public toilets.</p> <p>Actions</p> <ul style="list-style-type: none"> • Leasing of Money's Yard Toilets. • Potential closure of Money's Yard Toilets as part of the Heart of Sleaford • Prioritise the refurbishment of the Council owned toilets. Cemetery Kiosk at the Recreation Ground on Boston Road Museum • Clerk to investigate land for the use of new toilets. • Identify the annual costs to run public toilets • Joint venture with other organisations. • S106 monies to be spent by 2024. <p>Recommendation Clerk to investigate the land in Money's Yard and liaise with NKDC on this. Identify the timescale, the priorities being Money's Yard, Boston Road then the Cemetery and for this to be added to the 7 Year Plan.</p> <p>Vote: Unanimous.</p>

10.	Vehicle:
	<p>Clerk gave an overview of the current vehicles, and that the Combo van was not fit for tasks such as gaining access to sites and the repairs are becoming costly.</p> <p>Actions</p> <ul style="list-style-type: none"> To negotiate the tyres when purchasing the vehicle, seat covers and a tracker. <p>Recommendation To purchase a replacement vehicle up to a cost of £17k this to be taken from the Capital Programme Reserves.</p> <p>Vote: Unanimous.</p>
11.	Closed Session: “To resolve and vote to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matters.”
	Vote: Unanimous.
12.	Possible land purchase:
	<p>The Panel discussed the purchase of land at one site.</p> <p>Recommendation For the Council not to proceed with the purchase of the piece of land.</p> <p>Vote: 4 For, 1 Abstention, 1 Against</p>
13.	Fire Risk Assessment:
	<p>Action Clerk to instruct the supplier to carry out the works at the Depot and the Town Hall.</p>
14.	Date of Next Meeting: 3rd March 2022