



Sleaford Town Council
Finance & Strategy Panel
Notes and Report of Meeting – 5th August 2021
10.30am – 12.30pm

Panel Members present:

Councillor Tarek Hayat (Lead)
Councillor Ken Fernandes
Councillor Stephen Shanahan-Kluth
Councillor Mark Smith
Councillor David Suiter

Non-Panel members present: Internal Auditor

Meeting supported by the Deputy Clerk and Administration Officer (LS).

1. Panel Lead's Welcome

Panel Lead welcomed all Cllrs, Deputy Clerk, Administration and the new Internal Auditor. The Panel Lead thanked Cllrs for a positive meeting in July.

2. Apologies

No Apologies were received.

3. Notes from the last meeting on 1st July 2021

Cllr Suiter made a point of order to note that Declarations of Interest should have been an agenda item.

The Minutes from the meeting held on 1st July 2021 were received and noted. It was also noted that all the recommendations from the Minutes had been ratified by Full Council.

4. Risk Management –

The Panel Lead introduced the Risk Management. The Panel identified the top priorities as being:

- Asset Register
- Utilities Billing and readings
- Cemetery Regulations

It was agreed that the Asset Register be considered at each F&S Panel meeting and Full Council meetings quarterly.

The Deputy Clerk suggested that Council would benefit from an agreed schedule of work and projects in order to prioritise the items on the Risk Register, The Panel requested the Deputy Clerk to produce a priority list or work / projects and report back to the Panel.

Resolution

Panel to request Council to give permission to the F&S Panel to take ownership of the Risk Assessment, leading the work and, where appropriate, allocating tasks to other panels. The F&S Panel to report the Risk Assessment back to Full Council on a quarterly basis.

Vote: Unanimous.

Cllr Fernandes thanked the Clerk for producing the Risk Assessment report.

5. Internal Auditor –

The Internal Auditor introduced herself and gave a little background information. The Internal Auditor clarified the role and responsibilities.

Actions

For the Internal Auditor to look at:

- The budgeting process, reporting and variances
- Payroll, tax responsibilities
- VAT
- Transaction approvals

The Internal Auditor suggested quarterly audit checks. An Interim visit would take place in September before F&S meeting on 30th September 2021.

6. Eastgate Car Park Resurfacing project update

The Panel considered the update report on the Eastgate Car Park refurbishment project. It was noted that the refurbishment was timetabled to be completed by August 2022.

The F&S Panel would ensure the procurement process complies with UK government legal requirements.

Resolution

STC to obtain the specifications from contractor. Agreement in principle for contractor to carry out the procurement process subject to evaluation criteria for STC to approve and a contract in place with contractor.

Vote: Unanimous.

7. 7 Year Capital Programme

The Panel Lead suggested that items 7 and 8 were considered together.

Action

The Deputy Clerk to investigate and report back to F&S about the allocation of funds and whether the June 2024 deadline is for spend or allocation of funds.

There was a discussion about priority spending and what can or cannot be funded through S106.

Resolution

That Council allocate the S106 for the use of the immediate projects and F&S Panel to explore other task Cllrs Suiter and Fernandes to explore other options for S106 spend.

8. Review of S106 Monies

This was reported under agenda item 7

Date of next meeting 30th September 2021 at 10.30am

The Meeting Closed at 12.30pm.