



Sleaford Town Council  
Finance & Strategy Panel  
Notes and Report of Meeting – 11<sup>th</sup> November 2021  
10.30am – 12.25pm

Panel Members present:

Councillor Ken Fernandes  
Councillor Stephen Shanahan-Kluth  
Councillor Mark Smith  
Councillor David Suiter

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

- 1. To nominate a chairman for this meeting in the absence of the Panel Lead:** – Cllr Suiter was Nominated – Vote All For.
- 2. Chairman's Welcome:** – Cllr Suiter Welcomed all Cllrs, Clerk and Administration Officer.
- 3. Apologies for absence:** – Were received with reason from Councillor Tarek Hayat.
- 4. Notes from the last meeting on 30<sup>th</sup> September 2021:**  
The Minutes from the meeting held on 30<sup>th</sup> September 2021, were received and noted.
- 5. Draft Budget Preparations for 2022-2023:** – This item was deferred.

**Actions**

Clerk to investigate the heading on the Precept Calculator and report back to the Budget Meeting.

**Resolution**

A F&S Panel meeting to be arranged to discuss Budget Preparation.

**Vote: Unanimous.**

**6. Risk Management Register:**

Cllr Smith explained the items investigated and adjusted in the risk level column.

**Actions**

Town Clerk to Action:-

- Town Clerk and Chairman induction to newly elected Cllrs.
- New Cllrs should attend the NKDC/NALC/LALC Cllr training and for this to be mandatory requirement.

- To ensure all Cllrs have sufficient training which includes the NKDC Cllr training and for this to be mandatory.
- Town Clerk to have a meeting with Cllr Smith on the Strategic Vision.
- To introduce a new Cllr Mentoring Scheme for those Cllrs lacking in confidence.
- To investigate the possibility of card payments to allow customers the opportunity to pay by this method. Cllr Fernandes requested for this to be checked in Financial regulations.
- To review the interest on the bank accounts.
- 7 Year Plan to be taken to the next meeting.
- To investigate what is covered on the NKDC Maintenance agreement for Eastgate Car Park if inspection checks are part of this.
- Addition to be included at 010 in the Method used to Minimise Risk column “ Staff to secure the gate behind when entering any land when carrying out work”

Cllr Suiter thanked Cllr Smith for taking the lead on the Risk Management report.

#### Resolution

In principle to accept all the recommended changes to the Risk Management Report.

Cllr Smith to update the Risk Management Report and circulate to the F&S Panel.

For the updated Risk Management Report to be presented to Full Council.

Vote: Unanimous.

#### 7. Fire Risk Assessment:-

The Clerk gave an overview on the annual Fire Risk Assessments to both the Town Hall and Depot dated March 2021.

#### Actions

The Clerk has identified 3 main issues and is awaiting a quotation from a contractor these being: -

- Town Hall reception glass area that should have fireproof glass or automatic shutters.
- Attic requires a smoke detector.
- Fire Alarm panel needs to be relocated to a central location.

#### Recommendation

The Clerk to report to the next F&S Panel meeting, identifying the urgent works to be carried out with the cost implications which could be implemented under the Clerks emergency powers.

**8. Internal Auditor:-**

The Clerk to work through the Internal Auditors report and put together a schedule to review all documents throughout the year.

Cllr Smith would like to congratulate the staff on their knowledge.

**Resolution**

For the Clerk to review the documents and report back to Full Council when actions have been carried out and any recommendations required.

**Vote: Unanimous.**

**9. Financial Regulations:-** This item was deferred.

**Resolution**

A F&S Panel meeting to be arranged to discuss Budget Preparation and Financial Regulations.

**Vote: Unanimous.**

**10. Eastgate Car Park Resurfacing project update:-**

Cllr Stephen Shanahan-Kluth proposed to defer this item until Cllr Tarek Hayat returns to the F&S Panel meeting.

**11. Public Toilet Provisions:-**

Cllr Smith explained the report put forward by Cllr Hayat which in principle was to use the CIL monies to fund the replacement new toilets. Cllr Shanahan-Kluth suggested STC need clarification from NKDC in relation to their intentions for the public toilets at Money's Yard. The Clerk raised her concerns as to the replacement of the kiosk/toilets in the Boston Road Recreation ground.

**Recommendation**

For the CIL monies to be used on the investigation and purchase of land to site new toilets. For the Clerk to investigate cost of refurbishment of the current kiosk/toilets at Boston Road.

**Vote: Unanimous.**

**12. Society of Local Council Clerk (SLCC):-**

The Clerk explained the membership and that it does not include the trade union part.

**Recommendation**

Cllr Stephen Shanahan-Kluth proposed for the Clerk to take up the membership with the SLCC with immediate effect.

**Vote: 3 For 1 Abstention**

**13. Closed Session:-**

It was proposed, seconded and **RESOLVED unanimously** 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.

The Panel lead thanked staff and Councillor's for attending. The Clerk, being the host of the Zoom Meeting, confirmed the recording had been stopped.

**14. Possible land purchase:-**

The Panel discussed the purchase of land at one site.

**Resolution**

To be left to a Working Group who will report this information back to F&S.

**Vote: Unanimous.**

**15. Staffing Matters:-**

This item was noted.

**Resolution**

For this item to be taken to the HR Panel on the 23rd November 2021.

**Vote: Unanimous.**

**16. Date of next meeting**

Date of next scheduled meeting 27<sup>th</sup> January 2022 at 10.30am

Clerk to arrange an extra meeting before the next Full Council in December 2021.

The Meeting Closed at 12.25pm.