

# Burton Latimer Town Council

The Harold Mason Centre  
120 High St, Burton Latimer NN15 5RH  
[townclerk@burtonlatimertowncouncil.org.uk](mailto:townclerk@burtonlatimertowncouncil.org.uk)



To members of the **Finance, HR and Policy Committee** meeting- you are summoned to attend the next meeting to be held at **7pm on Thursday 26<sup>th</sup> January 2024** at the Harold Mason Centre

Signed  Claire Tilley Town Clerk

## AGENDA

FPC 23/53	Apologies- to receive and approve
FPC 23/54	Public Participation- Members of the public can address the Council for 3 minutes each through the Chair in relation to any item on the agenda, in accordance with the Standing Orders adopted by the Council.
FPC 23/55	Declaration of Interests- To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).
FPC 23/56	To approve the minutes of the last meeting 30 <sup>th</sup> November 2023
FPC 23/57	Governance a) To receive and resolve to approve the i) Lone Workers Policy (attached) ii) Lone working Risk Assessment (attached) iii) Reviewed General Town Council Risk Assessment (reviewed) b) To note that revised Legionella Management Plan will be presented at Full Council meeting c) To carry out quarterly Internal Control
FPC 23/58	To note the following from the RFO and action where necessary  1) Receive and approve Bank reconciliations for November/December (circulated)  2) To authorise payments (Appendix 1) and sign off invoices approved at Full Council meeting.  3) To consider detailed request for grant from the Baptist Church (Appendix 2)  4) To approve quotation of KenSigns Duck Race Ticket sales banner £130 & VAT  5) To approve quotation from Inkwell Printers for £84 to produce raffle tickets  6) To approve change of Electricity supplier for the Library and renewal of HMC electric supplier. Both with Total Energies on a 1yr fixed.  7) To approve Local business sponsorship letter (attached)  8) To note Quarterly VAT return submitted to HMRC  9) To note that all Barclays DD have been cancelled- bulk of money moved but leaving account open to enable additional compensation claim to be actioned.  10) To note prior approval to change Christmas lights installer for 2024- £2K less
FPC 23/59	Close of meeting – next meeting date 22 <sup>nd</sup> February- any items for inclusion to be sent to Town Clerk /RFO 7 days prior.

## Appendix 1- Payments for approval

18 January 2024 (2023 - 2024)

### **Burton Latimer Town Council DRAFTPAYMENTS LIST 436 TO 0**

<b>Voucher</b>	<b>Cheque</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
450		NNC	Rent Harold Mason Centre	500.00
454		Sky Business	Telephone and Broadband HMC	44.34
442		AquaCert	Health and Safety and HR	257.77
		<i>Legionella Testing HMC</i>		
457		Rachael Newmnan	Library Event	99.09
		<i>Thrifty Christmas events</i>		
456		Proudhouse	Window Cleaning	96.00
438		Unity Bank	Bank Charges	11.20
445		NNC	Trade Refuse	175.18
453		Sky Business	Telephone and Broadband Library	44.34
452		Total Energies	Electricity	44.16
451		Adrian Watts	Christmas 2023	50.00
		<i>Hire of music equipment for Christmas Light Switch on and Carols around the Tree</i>		
448		NNC	Business Rates	47.55
		<i>Office G 01.11.23 - 31.03.24 Archive Room</i>		
436		NNC	Business Rates	-4,775.36
441		NNC	Rates Library	761.00
437		R D Goode Dusthers	Cleaning	304.42
455		N Power	Electricity	434.46
444		Viking Office UK	Stationery	176.17
447		NNC	Business Rates	130.56
		<i>Office D 01.11.23 - 31.03.24</i>		
440		Lloyds Bank	Multipay Card	262.85
449		Citation Ltd	Atlas	297.88
443		Viking Office UK	Stationery	212.06
446		NNC	Business Rates	130.56
		<i>Office D 01.11.23 - 31.03.24</i>		
439		Unity Bank	Bank Charges	40.05
		<i>Service Charge</i>		
			Subtotal No.	<b>-655.72</b>
			<b>TOTAL</b>	<b>-655.72</b>

## Appendix 2

### *From the Baptist Church*

*In terms of Finance, we would be looking for a sum of £1000 for startup costs. This would include equipment - new and replacing old equipment that is either unsafe or damaged, resources for craft activities, refreshments, and other consumables. We will be charging a small amount to members each week along with a tuck shop which will generate some income.*

*Thank you for your willingness to support this venture. I am confident it will be an asset to the town and our young people.*