

Burton Latimer Town Council

The Harold Mason Centre
120 High St, Burton Latimer NN15 5RH
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 22nd February 2024** at the Harold Mason Centre

Signed  Claire Tilley Town Clerk

AGENDA

FPC 23/60	Apologies- to receive and approve
FPC 23/61	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 23/62	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 23/63	To approve the minutes of the last meeting 26 th January 2023
FPC 23/64	Governance a) To note appointment of any new members to the committee b) To receive and resolve to approve the Fixed Asset Policy c) To receive and resolve to approve the Biodiversity Policy
FPC 23/65	To receive the RFO report (Appendix 1) and action where necessary a) Receive and approve Bank reconciliations for February (circulated) b) To receive and discuss quarterly budget monitoring document c) To authorise payments and sign off invoices (attached)
FPC 23/66	Resolved to exclude members of the public and press under Schedule 12 of the Local Government Act 1972 to discuss confidential staff matters.
FPC 23/66	Close of meeting – next meeting date 21 st March 2024 - any items for inclusion to be sent to Town Clerk /RFO 7 days prior.

RFO report for February 2024 Finance and HR Committee

Sponsorship

An open discussion about the best way forward for sponsorship to proceed.

Youth Group

We have received an email from the Baptist Church confirming that they will provide the initial funds, to get the youth group started. There may be another request for funding once the youth group has been established, they will keep us updated.

Income

I have been reviewing the invoices outstanding that are owed to the Town Council, ahead of the year end March 2024.

NNC Invoice payment

The invoices are being rejected for payment for the hire of the library room. They don't why this is the case, as we have had confirmation that the invoices have been raised correctly. We are waiting for them to raise the issue with the external finance department and update us. Invoices are not currently being paid.

Adult learning Service

NNC raised a purchase order with the incorrect address for The Harold Mason Centre, therefore they have been rejecting our invoices for payment. We asked them to raise a new purchase order and we have been waiting since November 2023 to do this. I have chased this again.

Supporting Independence

This group is no longer running, and I am waiting for a purchase order to be raised for the last of the room hires for the library.

Grants

An application has been started for a grant for the initial set up costs of the Burton Pantry, the deadline for this is April 2024, the bidding for the grant period will be June/July/August.

A potential grant has been identified for the partial costs (78%) of the library shelving. I am making enquiries directly with the grant provider.

I am currently working with the library on getting the applications progressed.

Meeting with Sean Silver at Corby Voluntary Network & Kettering Voluntary Network, was massively helpful. Sean has offered to look over the grant application for the Burton Pantry before we submit the application. Sean also confirmed my previous advice to council, as being the best course of action of BLTC.

It would be in the interest of the council to form not for profit, constituted groups for the Pocket Park and Burton Pantry. Burton Latimer Town Council would be the accountable body, (especially vital for the pocket park as we own the land) it would also make grant applications easier. If we were to look at setting up charities, the Town Council would no longer have any accountability, and the grant application success would be reduced.

Accounts Review

Budget v actual review considering we are still waiting a decision from the Burton Wold grant.

S106

We have identified a small amount of money that we can potentially access for the library and the pocket park, we are in discussions with NNC in regard to this.

VAT

January 2024 VAT has been reclaimed.

VAT seeking confirmation from Steve Parkinson through NCALC that we need to register this financial year.

British Telecom

I have raised another complaint to BT about the invoices we are still receiving even though we have cancelled the service to them, and they refunded us in October for incorrect billing. The direct debit has been cancelled and they will refund us for the remaining duplicated billing and issue credit notes to us.

Direct Debit listing approval for the next 12 months

This is so that each individual invoice does not need to be signed, invoices will still be on the payment listing, and presented with each payment listing.