

# Burton Latimer Town Council

The Harold Mason Centre  
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Minutes of the **Finance, HR and Policy Committee** held at **7pm on Thursday 26<sup>th</sup> January 2024** at the Harold Mason Centre

## PRESENT

Cllr A Watts (in the Chair) Cllrs M Don, F Macdonald, N Padget, S Watts

Also present C Tilley (Clerk) E Gotts (RFO)

FPC 23/53	Apologies were received and approved from Cllr S Baynes, Cllr Davies
FPC 23/54	Public Participation- none present
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).  Cllr A Watts- declared an interest as a payee for Christmas event provision
FPC 23/56	Resolved to approve the minutes of the last meeting 30 <sup>th</sup> November 2023 -
FPC 23/57	Governance To note that Cllr Davies in unable to attend meetings due to other commitments- so Cllr S Watts will become a member of the F/HR/Policy committee. a) Resolved to approve the i) Lone Workers Policy (attached) ii) Lone working Risk Assessment (attached) iii) Review General Town Council Risk Assessment (reviewed)- resolved to accept- with a two-month review of outstanding actions b) To note that revised Legionella Management Plan will be presented at Full Council meeting c) Cllr S Watts carried out the quarterly Internal Control –all acceptable
FPC 23/58	Noted the following from the RFO  1) Receive and approved Bank reconciliations for November/December (circulated), these were approved within the Bank reconciliation, showing a combined bank balance of £ 164,787.90 at the end of December.  NB- Budget monitoring was carried out frequently over the last few months as part of Budget setting. Quarterly review will be carried out in February.  2) Resolved to approve payments (Appendix 1) and signed off invoices approved at Full Council meeting.  3) Members considered detailed request for grant from the Baptist Church. Determined that Cllr Padget would find out what stage of organisation they are at.  4) Resolved to approve quotation of purple KenSigns Duck Race Ticket sales banner £130 & VAT  5) Resolved to approve quotation from Inkwell Printers for £84 to produce raffle tickets. List of councillor volunteers will be needed to man selling points.  6) Resolved to approve change of Electricity supplier for the Library and renewal of HMC electric supplier. Both with Total Energies on a 1yr fixed.  7) Approved in principle a local business sponsorship letter for speculative events that are not in the budget. Finer details to be decided.

Signed as a true record of decisions made

Date

	<p>8) To note Quarterly VAT return to December submitted to HMRC £2555.00 now received</p> <p>9) To note that all Barclays DD have been cancelled- bulk of money moved but leaving current account open to enable additional compensation claim to be actioned. RFO requested that the Barclays savings account be closed- nil balance- all resolved.</p> <p>10) To note prior approval to change Christmas lights installer for 2024- £2K less.</p>
FPC 23/59	Close of meeting – 8pm next meeting date 22 <sup>nd</sup> February- any items for inclusion to be sent to Town Clerk /RFO 7 days prior.