

# Burton Latimer Town Council

The Harold Mason Centre  
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To members of the **Finance, HR and Policy Committee** meeting- you are summoned to attend a meeting to be held at **7pm on Thursday 23rd May 2024** at the Harold Mason Centre

Signed 

Town Clerk

## AGENDA

<b>FPC 23/82</b>	<b>Apologies- to receive and approve</b>
<b>FPC 23/83</b>	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.
<b>FPC 23/84</b>	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).
<b>FPC 23/85</b>	To note any urgent matters arising from the last meeting 23rd April 2024 ( <i>meeting occurs after publication of this Agenda</i> )
<b>FPC 23/86</b>	<b>Banking arrangements</b> a) To identify and approve an extra bank signatory b) Letter to be signed to close Barclays Current Account
<b>FPC 23/87</b>	a) Receive RFO report and action where necessary (Appendix 1) b) Receive and approve invoices on attached payment schedules (Appendix 2) c) Receive letter from NNC regarding increase in prices d) Letter to be signed to Citation to stop auto-renewal e) Quote for internal works at HMC to be considered.
<b>FPC 23/88</b>	<b>Policy's</b>  To receive and approve Safeguarding policy for BLTC
<b>FPC 23/89</b>	<b>Facility Management</b>  To receive and approve letter to tenants
<b>FPC 23/90</b>	<b>Governance</b>  Friends of Library agreement – annual review Discuss and approve accounts period to be requested.
<b>FPC/23/91</b>	<b>Internal Control – to be received as completed</b> Item's 2 ,3 and 4 to be completed on the Internal control Document from last months meeting

<b>FPC/23/92</b>	Discuss the financial impact of the recent risk assessment received by Ise Fire and create an action plan.
<b>FPC/23/93</b>	<p>Under section 12 of LGA1972, to resolve to close the meeting to members of the public and press to discuss confidential staffing matters.</p> <p><b><u>HR</u></b>  To note the decisions made at LAC in regard to staff training  Instructions to payroll provider to be approved.  Approval to use HR company in relation to contracts</p>
	Close of meeting – next meeting date 20th June 2024

Appendix 1

Finance Officer Report for Finance Committee  
dated 23rd May 2024

**Duck Race**

Progress to be given

**New Finance Regulations**

Need to review and amend to make relevant to BLTC will be presented at next meeting

**External Audit**

PKF paperwork is all ready, just need to submit.

**Request for payment**

Under HR on the agenda.

**Quotes**

To receive quote for works as highlighted on the risk assessment received from Ise Fire

**Grants**

Stronger Starts grant has now been submitted.

**Burton Latimer Town Council**  
**DRAFTPAYMENTS LIST 26 TO 0**

Voucher	Cheque	Name	Description	Amount
26		Lynx Fire and Security	Maintenance	22.90
27		NNC Finance	Rent HMC	500.00
28		NNC Finance	Electricity costs	10.00
29		Unity Bank	Bank Fees	-50.00
30		Everflow	Water	-105.94
31		Everflow	Water	109.54
32		Everflow	Water	-101.72
33		Healthguard Ltd	Maintenance	662.40
34		Healthguard Ltd	Maintenance	-165.60
35		Healthguard Ltd	Maintenance	-87.60
36		Healthguard Ltd	Maintenance	153.60
37		Emery Grounds and Garden Maintenance	Pocket Park Maintenance	262.50
38		Healthguard Ltd	Pest Control	153.60
39		Healthguard Ltd	Pest Control	153.60
40		Poplar Cleaning Service	Cleaning	960.44
41		Northants CALC Ltd	Training	24.00
42		Sky Business	Telephone and Broadband	44.34
43		Sky Business	Telephone and Broadband	44.34
44		Emery Grounds and Garden Maintenance	Pocket Park Maintenance	262.50
45		Ede-Collis Ltd	Professional Fees	18.00
46		Lockwood HVAC Ltd	Maintenance	147.00
47		Inkwell Printing	Duck Race Event	85.00
48		Total Energies	Gas	152.24
49		Scribe	Software	792.00
50		Zephyr Flags	Flag	143.94
51		Viking Office UK	Stationery	123.40
52		Cllr Paul Cooper	Maintenance	22.00
53		AquaCert	Maintenance	173.64
54		[REDACTED]	Salary Payments	2,288.29
55		[REDACTED]	Salary Payments	964.13
56		[REDACTED]	Salary Payments	1,339.16
57		[REDACTED]	Salary Payments	1,792.40
58		[REDACTED]	Salary Payments	934.84
59		[REDACTED]	Salary Payments	1,914.03
60		Nest Pension	Pension Payments	575.75
61		HMRC PAYE	HMRC	1,431.77
62		Lynx Fire and Security	Maintenance	58.08
63		Amazon	Health and Safety	17.90
64		Amazon	Health and Safety	4.25
65		Amazon	Health and Safety	13.98
66		Lyca	Mobile Phone	1.69
67		HP Instant Ink	Instant Ink	25.49
68		HP Instant Ink	Instant Ink	18.49
69		Lloyds Bank	Bank Fees	3.00
70		Lloyds Bank	Bank Fees	3.00
71		British Telecommunications plc	Telephone and Broadband	4.80
			<b>TOTAL</b>	<b>15,901.17</b>