

HECKINGTON PARISH COUNCIL



Minutes of the Heckington Parish Council Finance Committee meeting held on Monday 16 June 2025 at 7.30pm in the Parish Council Chambers, St Andrews Street, Heckington

1. Chair's Welcome (FC/022)

The Chair welcomed members of the public to the meeting. She delivered the usual health and safety announcements and asked those present to silence their mobile devices.

2. Public Forum (FC/023)

There were two members of the public present.

A member of the public said that he had hoped that the investigation into the 2023/24 AGAR by the External Auditor would have led to a Police investigation in relation to misconduct in public office.

3. Councillors present (FC/024)

Councillor Tucker, Chair
Councillor Davison
Councillor Garlick
Councillor Wright

4. Apologies (FC/025)

Apologies were received from Councillor Spencer. The reasons for his absence were circulated to Committee members ahead of the meeting. The Chair proposed that the Committee accept the apologies. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.

5. To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011 (FC/026)

None.

6. Approval of Minutes (FC/027)

Councillor Wright proposed that the minutes of the Finance Committee meeting on 29 May 2025 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Committee.

7. Finance (FC/028)

a) Risk register

The Clerk informed the meeting that she had reviewed the risk register; it is up to date and accurate.

Action: Clerk to add to the September Finance Committee agenda for quarterly review.

b) Purchase of a new ride-on mower

The Chair proposed the purchase of a ride-on mower for a collected mow for the cemetery (and other areas in the village as needed).

The current mower, the Nilfisk is a mulching mower but she would like to see a collected mow at the cemetery, which will leave a cleaner and tidier result. The cuttings would be boxed and delivered to a designated space at the allotments via trailer. A new trailer would need to be purchased in the long term but there are options to loan a trailer or to bag the cuttings and to arrange for this to be delivered to the allotments. The cost to buy the equipment for the Nilfisk for a collected mow is £9,945.00 plus VAT. A ride on mower could be purchased for as little as £2,000.00.

A second mower could also be used around the village in the event of breakdown of the Nilfisk. The grass at the cemetery is currently mowed on a three-week rotation. A model could be trialled to see if this is a viable option. Councillor Tucker asked members of the Committee if they would support her if she took this proposal to the Parish Council. Members of the Committee showed unanimous support for the proposal.

c) Financial models for the Pavilion

Councillor Davison suggested the formation of a working party to put together proposals for future financial models relating to the tenancy and the development and future use of the building, to present to the Parish Council ahead of the budgetary process for 2026/27. The Chair proposed that Councillor Davison, Councillor Wright and Councillor Tucker for the working party. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Committee.

8. Chambers (FC/029)

a) Updates to the Fire Risk Assessment action plan

The Chair informed the meeting that the stored items in the unused downstairs toilet have been moved to the outside store room and Arion have been instructed, per the resolution at the last Finance Committee meeting in May 2025, to provide appropriate fire extinguishers, a Fire Risk Assessment, a Fire Safety Policy, plans of the building defining escape routes and the location of fire equipment, facilities and warning equipment, detailed signage and fire induction training for staff, as well as contractor control information and reporting forms. The appointment has been scheduled for 1 July 2025. Outstanding actions include clearance of the understairs storage in the library, the rolling door in the main meeting room and fire evacuation drills which will commence after training on 1 July 2025.

Action: Clerk to liaise with Arion for a solution to the meeting room door.

b) Legionella Risk Assessment

Members reviewed the quote provided by Urisk, the company that carried out the Legionella risk assessment. The Committee recommended spreading the cost of remedial works over several financial years and to attempt to reduce the price of the invoice by sourcing items like signage from elsewhere and doing only what is essential during the current financial year.

Action: Clerk to add to the June agenda for the Parish Council.

c) Accessibility review at the Pavilion and Chambers

The Clerk informed the meeting that she is waiting for an appointment with an NRAC Consultant from AccessAble to discuss requirements.

Action: Item to be deferred to the July meeting of the Finance Committee.

d) Fixed Electrical Inspection (EiCR)

The Chair informed the meeting that Fentec have indicated that the C3's in the EiCR are recommendations; a clear report is the gold-standard but remedying the recommendations is not required and would cost in the region of £2,000.00.

The Chair went on to say that Fentec have recommended that two plug sockets are replaced along with the installation of six emergency light bulkheads. He has included an automatic light sensor in the office/library corridor per agenda item e) below in his quote. Councillor Garlick proposed that the quote at £494.00 is accepted. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to add to the June agenda for the Parish Council.

e) Quote from Fentec Electrical to install an automatic light sensor in the office/library corridor
This agenda item was addressed in e) above.

g) GDPR compliant signing in book, Chambers

The Clerk informed members that LALC have confirmed that members of the public entering the Parish Council Chambers will be required to sign in using the GDPR compliant signing in book to meet policy requirements for the building.

After some discussion, the Chair proposed that this is addressed by the Parish Council at the meeting in June. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to source a template policy document.

9. Date and time of the next meeting (FC/030)

Monday 21 July 2025 at 7.30pm.

10. Questions from the public (FC/031)

A member of the public offered some advice about ride-on mowers having previously owned one.

The Chair proposed that the meeting move into closed session in accordance with the (Admissions to Meetings) Act 1960 to discuss the Pavilion tenancy agreement.

11. Closed Session (FC/032)

a) Pavilion tenancy agreement

Members agreed to go back to the solicitors for adding clarity on the redrafted tenancy agreement.

Action: Clerk to liaise with the solicitor and to present a list of prepared questions for clarification.

The Chair closed the meeting at 20.47pm