

FINANCE COMMITTEE MEETING OF HECKINGTON PARISH COUNCIL

Dear Sir/Madam

I hereby give you notice that the **Finance Committee** meeting of Heckington Parish Council will be held in the **Parish Council Chambers, St Andrews Street, Heckington**, on Monday 15th September at 7.30pm.

Members of the Press and Public are invited to attend. Members of the Parish Council Finance Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Signed: Heidi Wilson, Clerk

Dated: 10 September 2025

The Finance Committee may pass a resolution on any agenda item, even if the agenda does not specifically state 'to resolve to approve'. This wording 'to resolve to approve' in certain circumstances could be interpreted as predetermination. The parish council have received advice from LALC in relation to this matter.

AGENDA

1. **Election of a Chair**
2. **Chair's Welcome**
3. **Public Forum:** Fifteen minutes will be set aside for members of the public to ask questions or make short statements to the committee about finance related matters. The council may choose not to answer any question; a response may instead be given in writing. Matters raised may be added to an agenda for a future meeting. Members of the public are welcome to stay for the parish council meeting after the public session, but they **are not** permitted to speak during that meeting unless invited to do so.
4. **Councillors present**
5. **Apologies**
6. **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**
7. **Approval of Minutes**
To resolve to approve the minutes of the Finance Committee meeting on Monday 21 July 2025 as a true and accurate record of that meeting.
8. **Finance**
 - a) To discuss the monthly finance checks by members of the Committee and to agree a new rota. As a reminder the monthly finance checks involve examination of the bank reconciliation, bank statements, invoices, payment slips and cashbook).
 - b) To review and discuss the draft budget documents based on figures compiled by the RFO along with proposals from the Staffing, Cemetery and Pavilion Committee and to discuss the implications the proposals/resolutions made at the extraordinary meeting on Thursday 11 September will have on the budget in terms of both income and expenditure.
9. **Chambers**
 - a) To receive an update in relation to the following:
 - i) Legionella remedial work and testing has been scheduled for Tuesday 14 October 2025.

- ii) Parish Council Chambers accessibility survey by Access Able.
 - iii) To receive an update from the Clerk in relation to routine testing.
- b) To discuss security measures (including the review of a quote from Wilson Alarms) for the Parish Council office.
- c) To review quotes for repairs to the office roller shutter door.
- d) To receive clarification in relation to the FRA for the Parish Council Chambers in relation to compartmentation and the requirements for fire doors.
- i) To review estimates for fire doors (Millside Building and Tilling, JT Ward Joinery and S T Portess and Son Ltd).
- e) To review a revised quote from the window cleaner.

10. Date and time of the next meeting

11. Questions from the public (time permitting at the discretion of the Chair).

12. Closed Session

- a) To review an estimate for remedial work at the Parish Council Chambers (this will be discussed in closed session due to commercial sensitivity).

If you require a more detailed version of the agenda, please contact the Clerk.

If you would like to attend the Parish Council meeting and have accessibility requirements, please contact the Clerk ahead of time so that reasonable adjustments can be made.