Minutes of the Heckington Parish Council Finance Committee meeting held on Monday 19 October 2026 at 7.30 pm in the Parish Council Chambers, St Andrews Street, Heckington

1. **Chair's Welcome (FC/022)**
   In the absence of the Chair, Councillor Wright proposed Councillor Tucker as Acting Chair for the purposes of the meeting. The proposal was seconded by Councillor Cocks and the motion was passed by resolution of the Committee. The Acting Chair, Councillor Tucker welcomed those present to the meeting and issued the usual health and safety announcements and asked those present to silence their mobile devices.

2. **Public Forum (FC/023)**
   There was one member of the public present.

3. **Councillors present (FC/024)**
   Councillor Cocks
   Councillor Tucker, Acting Chair
   Councillor Wright

4. **Apologies (FC/025)**
   Apologies were received from Councillor Spencer. The reasons for his absence were noted and accepted.

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)**
   a) **Councillor Cocks proposed that the Clerk's notes of the meeting dated Thursday 9 March 2026 are accepted as a true and accurate record of that meeting despite a change to Committee and Parish Council membership. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.**

   b) **Councillor Wright proposed that the Clerk's notes of the meeting dated Thursday 13 July 2026 are accepted as a true and accurate record of that meeting despite a change to Committee and Parish Council membership.**
   The proposal was seconded by Councillor Cocks and the motion was passed unanimously by resolution of the Committee.

   c) **Councillor Tucker proposed that the Clerk's notes of the Finance Committee meeting on Monday 7 September 2026 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Wright and the motion was passed by unanimously by resolution of the Committee.**

7. Finance (FC/028)

a) Chambers

i) Report from the Clerk in relation to actions arising from the September meeting of the Committee.

- The Clerk reported that the in-house accessibility improvements for which £750.00 expenditure was approved is outstanding due to capacity. These will be commenced in the early New Year.
- The remedial works to the Parish Council Chambers approved at the last meeting will take place in the early New Year due to the availability of the contractor.
- The fire alarm system is due to be installed during the first week of November.
- Quote requirements arising from the quinquennial report of the Chapel have been requested.

ii) Repairs

Councillor Wright proposed that members ratify a decision to spend £1050.00 on render repairs in the foyer at the Parish Council Chambers. The proposal was seconded by Councillor Cocks and the motion was passed unanimously by resolution of the Committee.

iii) Annual Legionella Risk Assessment & Repairs

Councillor Cocks proposed that members ratify a decision to proceed with the annual legionella risk assessment at a cost of £330.00 plus VAT at £66.00 (£396.00) and the installation of protective cage to secure a hot water pipe that had been omitted from the recent remedial work at a cost of £188.00 plus VAT at £37.60 (£225.60). The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Committee.

b) Budget 2027/28

Councillor Tucker proposed that the draft/template budget document for 2027/28 further to the examination by the respective committees is put before the Parish Council at the October meeting for consideration. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.

- Redecoration - Members ask that the Parish Council consider future redecoration of the Chambers (quotes have been received at between £4-8k). Members discussed the damp smell arising in the office and agreed that this should be addressed prior to any plans for redecoration. The Clerk said that a damp issue has been identified near the outside toilet/office kitchen wall by the Parish Council's building contractor and some of the pre-approved remedial work is designed to address this issue. **Members would like the Parish Council to review the general maintenance sub-heading at the October meeting. Clerk to make enquiries re damp proofing.**

- CCTV Installation – Members reviewed the three quotes received for the installation of CCTV at the Parish Council Chambers and Workshop and Chapel. **Councillor Tucker proposed that the quote received from SSSCCTV is accepted with provision for an additional camera to cover the toolshed. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.**

- Ramp Alterations – Members agreed to review the proposals for alterations to the ramp by conducting a site visit before approving the quote for £300.00 to reduce the fall height along the building edge of the ramp.

- Meeting Rooms Access – Members reviewed the quote to widen the access between the small and large meeting rooms at a cost of £2,200.00 to facilitate disable access. **Councillor Tucker proposed that this project is shelved. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.**

Members agreed that meetings could be held in the smaller meeting room as an alternative, should the need arise.

- Widening of the accessible toilet foyer to allow for a greater turning circle for wheelchair users – Members agreed to defer a decision on the quote for this project pending receipt of the three quotes for automated access to the library hub for which there is £11,884.28 available from Hub Capital Grant funding (two quotes have been received).
  Action: Clerk to liaise with Councillor East for further funding options. Clerk to liaise with library staff for their views on accessible requirements based on use.

- Cemetery Committee – The Finance Committee have received a recommendation from the Cemetery Committee to use earmarked reserves 'Cemetery 2025/26 carry forward' which has a balance of £14,482.11 for the purchase of grave digging equipment at a cost of £6674.00 exclusive of VAT (Teleshore Ltd) with a view to the Finance Committee ultimately making recommendations to the Parish Council. Members of the Cemetery Committee would like all grave digging to be carried out in house. **Councillor Tucker proposed that this recommendation is made to the Parish Council at the October meeting. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.**

- Councillor Tucker proposed that a request from the Cemetery Committee for all income and VAT on purchases relating to the Cemetery to be re-invested in cemetery projects is put before the Parish Council at the October meeting for consideration. The proposal was seconded by Councillor Cocks and the motion was passed unanimously by resolution of the Committee.

- Allotment Lease from 1 April 2027
  There was general discussion. The Clerk has already made enquiries via the Clerk's forum but nothing of substance has been forthcoming.
  Action: Clerk to make enquiries Chattertons, Willougby Road Allotment Association. Councillor Wright to make enquiries with other Parish Councils.

c) Investment

Councillor Wright proposed that a recommendation is put to the Parish Council that general reserves at the end of the financial year are invested in a Virgin Money Business Access Savings Account at 3.5% interest. The proposal was seconded by Councillor Cocks and the motion was passed unanimously by resolution of the Committee.

d) Second Quarter budget review

The Clerk reminded the Committee that the budget is a fluid document and the regular review of the budget for 2026/27 demonstrates sound financial management. The RFO recommended the following:

In terms of the 'Staffing' budget head, there will be a potential overspend of around £4200.00 against the budget which currently sits at £92,000.00. In order to bring the budget head in line with the budget it is recommended that £2000 is moved from the insurances budget sub-heading, £200 from Village Hall Hire, £300 from SID, £1000 from defibrillator, £300 from stationery and £630 from computer maintenance – a total of £4430.00 from budget sub headings in the 'General' budget head to bring this back into line. This takes the budget figure up to £96,430.00. Failure to boost the budget head will lead to a potential 5% overspend against the budget.

In terms of the 'General' budget head it is recommended that £100 is moved from fleet insurance to training courses within the same budget head as this is currently 2% overspent against the budget. This will bring it back to 95% spent against the budget rather than 2% overspent.

In terms of the 'Caretaker' budget head, it is recommended to mov £500 from electricity (as the Village Green install has not yet been progressed due to capacity), £1000 from caretaker equipment, £500 from diesel/petrol and £500 from noticeboards (all within the same budget head) to divert to this budget sub-heading to cover the costs of the new waste bins purchased this year. This comes to a total of £2500 and bring the budget head back to 91% spent against the budget rather than 557% overspent against the budget for that particular sub-heading.

In terms of the 'Chambers' budget head, it is recommended to move £350 from lift servicing and LOLER to cleaning to bring it to 78% spent against the budget (as this currently sits at 18% spent against the budget) and moving £500 from testing to supplies (cleaning/hygiene services) to bring it back to 54% spent against the budget as this currently sits at 221% overspent against the budget for this particular budget sub-heading.

In terms of the Workshop budget head, it is recommended to £1000 from the Chambers budget head over to the Workshop budget heading and dividing this equally between general maintenance and inspections and testing to bring both of those budget sub-headings back into line with the budget as they are both currently overspent by 16% and 50% respectively. This amendment brings them to 97% and 75% spent against the budget.

In terms of the allotment budget head, with the removal of Allotment Association expenditure from the figures, this is underspent against the budget. From 1 April 2027 the sum of the Allotment Association bank account held by the Parish Council will be transferred to the Allotment Association as it moves to a model of self-management.

Councillor Wright proposed that the RFO's recommendations are put to the Parish Council to be accepted at the October meeting of the Parish Council. The proposal was seconded by Councillor Cocks and the motion was passed unanimously by resolution of the Committee.

- Councillor Tucker proposed the following are put to the Parish Council at the October meeting for approval:
    1. £35.35 is moved from the rates budget head to the water budget head
    2. £600.00 from pest control to be shared equally between Project Forget Me Knot and Memorial Repairs
    3. £2500.00 from General Maintenance to be shared equally between Project Forget Me Knot and Memorial Repairs.
    4. Unspent monies from Trees and Hedges to be directed to earmarked reserves to ease the burden on future annual budgets and the precept.

    The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.

8. Date and time of the next meeting (FC/029)
Thursday 11 February 2027 at 7.30pm

9. Questions from the public (FC/030)
None

The Chair closed the meeting at 8.30 pm.