

**MINUTES OF A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF
BOURNE TOWN COUNCIL HELD ON TUESDAY 20th MAY 2025 at 7:00PM AT THE COUNCIL
OFFICES, 3 ABBEY ROAD, BOURNE**

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|----------------|--------------------|------------------|------------|------------|------------|
| Present | Chair | S Mallett | | | |
| | Councillors | B Johnson | C Pattison | R McKinney | S Giullari |
| | | N Eveleigh | Z Lane | B Baricz | |
| | | | | Hughes | |

(Recorded by Town Clerk)

2923F To receive/approve reasons for Apologies for Absence

Proposed by Cllr Z Lane, seconded by Cllr R McKinney, and unanimously.

RESOLVED: To receive/approve reasons for Apologies for Absence from Cllr's
P Fellows, H Crawford, A Kelly, N Oglesbee, L Panrucker and R Baker.

2924F To receive Declarations of Interest in accordance with The Localism Act 2011

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| Cllr S Giullari | Non-Pecuniary | Agenda Items 11 & 12 |
| Cllr B Baricz Hughes | Non-Pecuniary | Agenda Item 16 |
| Cllr S Mallett | Non-Pecuniary | Agenda Item 12 |

2925F To consider requests for Dispensation.

To be taken as above and members to be allowed to speak.

2926F To ask if members of the public, resident or employed within this Parish, have any intention to speak under any Agenda Items of this meeting (this will be to a maximum of 3 minutes)

There were 5 members of the public present, 3 of whom wished to speak on agenda items 11, 12 and 13.

2927F To adopt the Notes of the Meeting held on 18th March 2025 as a true record and to resolve for the Chair to sign them.

Proposed by Cllr R McKinney, seconded by Cllr Z Lane.

RESOLVED: To adopt the Notes of the Meeting held on 18th March 2025 as a true record and for the Chair to sign them.

The clerk recorded 1 abstention.

2928F To receive reports, if any, by District/County Councillors or representatives on other Organisations.

Cllr Z Lane reported that the Spalding Road solar farm had been approved by SKDC.

Cllr B Johnson advised that it was Bingo on Friday at Twenty Village Hall. People can bring their own food and drink.

Cllr B Baricz Hughes advised members that it was Dementia Awareness Week and there is an art exhibition at the Red Hall.

2929F To answer questions from Councillors

There were none.

2930F To adopt the Period Trial Balance and Bank Reconciliation – month ending 31.03.25 (Month 12)

Proposed by Cllr B Johnson, seconded by Cllr S Giullari, and unanimously.

RESOLVED: To adopt the trial balance and the bank reconciliation – month ending 31.03.25

2931F To adopt the Income & Expenditure Budget Report – month ending 31.03.25 (Month 12)

Proposed by Cllr B Johnson, seconded by Cllr R McKinney, and unanimously.

RESOLVED: To adopt the Income & Expenditure report for the period to 31st March 2025

2932F To approve accounts for payment

Proposed by Cllr N Eveleigh, seconded by Cllr B Johnson, and unanimously

RESOLVED: To approve the accounts for payment as listed

2933F To discuss planning application S25/0514

Following lengthy discussions between Councillors and members of the public, it was agreed that Bourne Town Council would object to this application.

Proposed by Cllr B Johnson, seconded by Cllr R McKinney, and unanimously.

Observation: Bourne Town Council Objects for 3 reasons. 1. Access is too close to the South Road (A15) junction. 2. Insufficient flooding mitigation. 3. Biodiversity stated does not match the current site.

2934F To discuss Barratt-Redrow proposal for land to southwest of Bourne

Several Councillors went to the consultation that had been held in the Corn Exchange. This raised several concerns such as the agent telling them that local schools have spaces, the site entrance is not good as on the busy entrance/exit to Bourne, no connectivity, lack of infrastructure. The agent have requested a meeting with Bourne Town Council to discuss their findings from the consultation.

Proposed by Cllr S Mallett, seconded by Cllr B Johnson, and unanimously.

RESOLVED: Due to the Chairs changing at the end of the month, it was agreed that a date will be arranged with the agent after the Annual Meeting, by the Town Clerk.

2935F To discuss and agree the funding for the SEA/HRA screening of the draft Neighbourhood Plan for Bourne.

SKDC will not do the screening report for us, despite doing other parish ones. The UKSPF fund will open in June so an application can be made to this. It will cost £3000 and the Bourne Parish Neighbourhood Plan have found 2 consultancies prepared to do it.

Proposed by Cllr N Eveleigh, seconded by Cllr S Giullari, and unanimously.

RESOLVED: If no funding/grant can be gained, it was agreed that Bourne Town Council would fund the screening.

2936F To review the Risk Management Plan and carry out an Annual Review of Risk Management arrangements for 2024/25.

A detailed review of the Risk Management Plan took place with the following items discussed in detail:

Aim 1 – page 1, Risk 7 was amended to include ‘and electronic payments’. Methods were changed to make reference to Financial Regulations and Good Councillors Guide.

Aim 2 – page 2, amended to add ‘and risks’. Added Risk 5 ‘An inadequate complement of Councillors to manage the business of the council’. Amended Methods to add National Audit Office and the paragraph ‘All Councillors to strive to work in a constructive manner in accordance with the Code of Conduct and to welcome and encourage new Councillors. All Councillors to cooperate to share the workload.

Aim 3 – page 2, Amend Method for Risk 2 to include use of website, Facebook, notice boards, ‘flyers’ and the Annual Town Meeting.

Aim 4 – page 3, addition of Risk 4, Councillors fail to declare interests and participate in inappropriate decision making, which has a material impact upon the decisions taken and the public perception of the Council plus the Method, All Councillors to be reminded to abide by the Code of Conduct and the register of interests and to be alert to potential breaches of both. As far as is possible, the Clerk to ensure the register of interests are complete and up to date. The Responsible Persons to be All Councillors, Clerk and SKDC.

Aim 5 – page 3 & 4, addition of wording ‘To maintain secure banking facilities’. To add the following to the Method of Risk 1, ‘Ensure all Councillors are aware of the lack of cover under the Financial Services Compensation Scheme.’, amend Risk 6 to read ‘To ensure that the banking facilities of the Council are secure and offer value for money with addition to the Method of ‘Using information available in the public domain, the RFO to periodically review the Councils banking arrangements in respect of achieving both value for money and security. To add to the Method of Risk 7 ‘Cash payments, if unavoidable, shall be claimed as expenses by Officers and Councillors with receipts being presented as evidence. To add to Risk 12 the Method ‘The Internal Auditor can be called upon for advice. Deputy Clerk and Councillors to be familiar with all aspects of financial matters. Local procedures to exist to explain processes.

Aim 6 – page 4. The addition to the Method for Risk 1 of ‘Ensure parishioners and other stakeholders (i.e. local organisations) are consulted on major financial issues, which impact upon them and to Risk 2 ‘and appropriate tendering. Creation of a rolling plan for projects and maintenance expenditure.’.

Aim 7 – page 4. Risk 1, add to the Method ‘Encourage councillor training.’

Aim 8 – page 5. Risk 1, add to the Method ‘Encourage training and conference attendance to gain experience of all grants available and application procedures. The addition of another Risk, ‘Maximise rental income’ with the Method ‘Charge appropriate rates for bungalow rent and Rec facilities.’.

Aim 9 – page 5. Amend the Aim with the wording ‘and budget and statutory legislation. Ensure payments’.

Aim 14 – page 7. Change this Aim to ‘To ensure retention of staff’ and amend the Risks and Methods to be more appropriate, i.e. Risks are Disruption of service, Increased workload for remaining staff and Reputational damage to Bourne Town Council.

The addition of the following Aims due to taking on public play areas from SKDC:

To carry out adequate safety checks on the public open space and street furniture owned by the Council.

To carry out adequate safety checks on the children’s play areas operated by the Council.

The addition of the following Aims due to not being covered elsewhere:

To ensure that adequate insurance cover is arranged.

To ensure retention of Councillors.

It was agreed with the changes to complete the missing Person(s) Responsible column. It was also agreed that for the next review, to add a Risk Status Column with a traffic light system for the risks.

Proposed by Cllr S Mallett, seconded by Cllr N Eveleigh and unanimously.

RESOLVED: It was agreed to make the above amendments to the Risk Management Plan and carry out the annual review of risk management arrangements as above.

2937F To resolve whether in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press should be temporarily excluded from the meeting due to the possible sensitive nature of the following item of business.

Proposed by Cllr C Pattison, seconded by Cllr B Johnson and unanimously.

RESOLVED: In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that the public and press should be temporarily excluded from the meeting due to the possible sensitive nature of the business to be transacted.

2938F To agree a provider of Human Resource and Health and Safety services to the Council.

Members were given details from 3 companies of what they would provide, costings and the length of contract.

Proposed by Cllr S Giullari, seconded by Cllr R McKinney, and unanimously.

RESOLVED: It was agreed to sign a 3 year contract with Peninsula.

2939F To discuss any information which the Chair may legally bring to the Council's attention.

The Town Clerk advised that Bourne Town Council taking over the Vistry Homes grassed areas, off Holloway Avenue, had been placed on hold. This is due to the amount of anti-social behaviour and damage occurring at present, with the police being called most weekends.

The Town Clerk advised that she had approached an Accountant, used by another local town council, who would be able to take on our next internal audit (site visit rather than desktop) plus provide accounts assistance aswell. Full details will be given at the Annual Town Meeting for discussion and resolution.

Due to there being no further items to discuss the chair brought the meeting to a close at 20:54hrs.