



Minutes of the Finance and Premises Committee of Market Rasen Town Council, held on Tuesday 23<sup>rd</sup> January 2024 at 7.00pm in the Council Office adjacent to the Festival Hall, Caistor Road, Market Rasen.

**Present:**

Councillors Bunney,(Chairman) Bowns and Adekoya

**In attendance:**

Anna Lawson – Town Clerk and Responsible Financial Officer (RFO)  
Councillor Pilley

**The Meeting opened at 19.00**

**1. Apologies**

RECEIVED from Cllrs Edwards

**2. To RECEIVE any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests.**

None received

**3. Minutes.**

The minutes were **ACCEPTED** as read.

PROPOSED Cllr Bowns, SECONDED Cllr Adekoya and accepted UNANIMOUSLY

**4. Financial Matters**

**a) Risk Register**

- i. Need to define the term 'Impact'
- ii. Need to add risk of Cyber Attack Impact
- iii. Media Policy breach

**b) Asset Register**

Change the limit to £350

**c) Electricity Supplier.** Council granted time to the Town Clerk to evaluate the current contract.

**d) Interim Internal Audit Report.** Taken as read.

**e) Q3 figures.** Taken as read.

**f) Q3 Internal Financial Control Checklist.** Taken as read.

**g) Accounting Software.** To speak to other councils who have already implemented Scribe.

**5. Matters relating to premises**

- a) Festival Hall Terms and Conditions. Taken as read.
- b) PRS Charges. Taken as read.

**Standing Orders suspended**

PROPOSED Cllr Bunney, SECONDED Cllr Bowns and accepted  
UNANIMOUSLY

- c) Grasscutting Tender. Agreed to approve the contract for one year only and subject to separate day rate agreed for additional work.  
PROPOSED Cllr Bunney, SECONDED Cllr Adekoya and accepted  
UNANIMOUSLY

**Standing Orders resumed**

- d) Installation of sensor lights for the Festival Hall. Granted under delegated powers to the Town Clerk.
- e) Current and future use of the Market Place. Agreed to present the proposal to the full council, outlining the various options.

**The meeting closed 20.46pm**