FINANCE & AUDIT COMMITTEE

Town Hall
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 7.30pm on Wednesday 20th April 2016 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

Present: Cllrs D Batey (Chair), M Pringle, L Shilling, D Summers and B Wells

Mrs K Wakefield – Clerk, Mrs J Fletcher – Senior Admin Assistant

One member of the public

Apologies and reasons for absence: Cllr R Allwood who was on holiday.

Declarations of Members Interests: Item 16/12.2 – K Wakefield and J Fletcher

Declarations of any intentions to record the meeting: None

FA/16/10 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 9th March 2016.

The Minutes, having been previously circulated were signed as a true and correct record.

Proposed: Cllr D Summers **Seconded:** Cllr B Wells
Decision: Unanimous

FA/16/11 Finance & Audit:

1. **To agree and sign the bank reconciliation and bank statements for Month 11 and 12.**

The Clerk tabled the bank reconciliation and bank statements for all accounts for Month 11 and 12 which were duly approved and signed by the Chair.

The Clerk requested that members consider amalgamating all accounts, this would be solely for the purposes of storing the funds and all cost centres would be reported individually as per the current process. This item to be placed on the agenda for the next Full Council meeting.

2. **To note details of the 2015/16 Audit.**

The Clerk reported that an audit briefing given by Grant Thornton had been held at the Town Hall. Councils were now able to choose who audited their accounts, OBTC had previously agreed to stay with the approved auditor.

The Clerk outlined the schedule for the coming audit:

Internal Audit	12/5/16
Presentation of accounts to council	18/5/16
Submission by	17/6/16
Inspection Period	29/6/16 – 9/8/16

The Governance statement is to be presented and signed at Full Council prior to the Accounts being approved.

3. To receive further information regarding the 2016/17 Budget.

Cllr D Batey informed members that a further grant had been received from NSDC in the sum of £12,100 this would enable a lower sum of money to be taken from the Town Council's reserves than previously expected.

4. To receive a copy of the current direct debits and standing orders.

The Clerk tabled a list of the current direct debits and standing orders and confirmed a copy would be attached to the minutes of this meeting.

5. To receive further information and review long term investments.

The Clerk reported that following further investigation the Town Council would not be able to invest in the Bank of Cyprus UK as the scheme was not open to Local Authorities.

The Clerk reported on several investment schemes available to Local Authorities from various banking bodies. Following discussion it was

Resolved: that the Clerk be instructed to obtain further information on the CCLA scheme and agenda for the next Full Council meeting.

6. To receive any available updates from the Clerk regarding project funding.

The Clerk reported that she had had a meeting with the NCC Officer regarding funding applications. The NCC Officer was to check and edit as required the completed form.

The Clerk informed members that a public consultation would be required as the application would not be considered without evidence of this taking place.

7. To receive a report and review the long term plans regarding vehicles.

The Clerk informed members that the Council currently has 4 vehicles: 2 flat back (purchased nearly 3 years ago); 1 small open back and a small full back van. The supplier brought 2 vehicles for the Clerk and Foreman to view this week. The Clerk tabled the vehicle quotation and informed members that the Council receive both dealer and procurement partnership discounts. Following discussion it was

Resolved: that the Clerk be instructed to obtain further information regarding servicing costs and to confirm the mileage of current vehicles was under 10,000 per year.

8. To approve a new cemetery fee structure from 1st May 2016 following a recommendation from the Cemetery Working Party

Following discussion it was proposed that the new fee structure be approved on the understanding that the figures are reviewed each year.

Proposed: Cllr B Wells **Seconded:** Cllr M Pringle
Decision: Unanimous

9. To approve a draft schedule of meetings for 2016/17

The Clerk tabled the proposed schedule of meetings for the year 2016-2017 which was reviewed and accepted by all members.

10. To receive any urgent referrals from Special Projects or Council approved by the Chairman

None.

FA/16/12 Human Resources

1. To receive updates on Amenity staffing for the Summer 2016 period

The Clerk informed members that a member of the team had recently gone off on long term sick following a serious operation. The seasonal worker had started his contract and was carrying out his duties well. Framework had provided one person to assist but was unable to supply any further workers due to loss of funding.

The Clerk is looking at supplementing the workforce, utilising the probation service where possible and the Lengthsman contract. Other possibilities were to contact the local agriculture college for any suitable work experience students.

2. To sign off staff TOIL records for 1st Quarter of 2016

The Clerk tabled the toil sheets for the three members of the Town Hall staff which were approved and signed by the Chair of Finance.

3. To consider a review of the OBTC Compassionate & Special Leave Policy and arrange a meeting of a working party if required

The Clerk reported that the Compassionate and Special Leave Policy had previously been approved and it was agreed that it would be reviewed later in the year. A meeting of the Working Party is to be arranged to discuss the appraisal process.

FA/16/13 Date & Time of Next Meeting

Wednesday, 1st June 2016 at 6.30pm