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 1st June 2016 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

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

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

Two members of the public

Apologies and reasons for absence: Cllr C Ford who was at work and D Summers due to ill health.

Declarations of Members Interests: Item 16/19.2 – K Wakefield and J Fletcher

Declarations of any intentions to record the meeting: None

FA/16/14 To elect a Chairman of the Finance & Audit Committee for 2016/17

Cllr D Batey was unanimously elected to be Chairman of the Finance & Audit Committee for the year 2016/17.

Nominated: Cllr M Pringle **Seconded:** Cllr L Shilling
Decision: Unanimous

FA/16/15 To elect a Vice Chairman of the Finance & Audit Committee for 2016/17

Cllr M Pringle was unanimously elected to be Vice Chairmen of the Finance & Audit Committee for the year 2016/17.

Nominated: Cllr L Shilling **Seconded:** Cllr D Batey
Decision: Unanimous

FA/16/16 To agree the membership of committees for 2016/17 and recommend any relevant changes to the Standing Orders

The Clerk informed members that there are no limit to numbers for each committee.

The members of the Finance and Audit committee were finalised as being:

Cllrs R Allwood, D Batey, C Ford, R Murray, M Pringle, L Shilling, D Summers and B Wells.

FA/16/17 **To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 20th April 2016**.

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

Proposed: Cllr M Pringle **Seconded:** Cllr L Shilling
Decision: Unanimous

FA/16/18 **Finance & Audit:**

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

   The Clerk tabled the bank reconciliation and bank statements for the main current account for Month 1 which was duly approved and signed by the Chair.

   The Clerk informed members that the Internal Auditor was very pleased with this procedure.

2. To receive information regarding Town Council Insurance

   The Clerk informed members of the reason for the high premium from the current insurer. A further quotation, with a considerably lower premium, had been received from another insurer. Both the Clerk and Senior Admin had checked thoroughly to ensure insurance cover at least the same as previous. The proposed insurer was also able to provide a competitive quotation for motor vehicles.

   Following discussion it was proposed that the Council move its insurance business to the prospective provider for a period of 3 years for both motor and general insurance.

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

3. To receive an updated report and review the long term plans regarding vehicles.

   The Clerk tabled the figures received from the local supplier which include a discount from NSDC procurement scheme. The Clerk informed members of the current financial situation.

   Following discussion it was proposed that 2 new vehicles are purchased via the TPP scheme.

   Proposed: Cllr D Batey **Seconded:** Cllr M Pringle
   Decision: Unanimous

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

   The Clerk informed members that the Charities Churches and Local Authority fund (CCLA) offers 2 types of investment opportunity; public sector funding and local authority property funding. The Auditor had advised against investing in the local authority property fund. The CCLA have AAA Fitch rating. The Clerk tabled a report by the Clerk of Newark Town Council.

   Following further discussion it was proposed that the Clerk be instructed to invest the monies from the precept in the sum of £50,000 in the public sector with a further £50,000 which is due to mature in June 2016 to be invested into the property fund.

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

5. To receive any available updates from the Clerk regarding project funding and phase 2 of Central Park.

   Cllr R Shilling was invited to join the meeting at this point.

   The Clerk reported that a further quotation had been received from the playground equipment supplier in the sum of £119,988.60 which included a discount of 30%. The supplier had expressed their desire to complete the play area by the summer holidays.

   The Clerk informed members that two sums of money made available under the S106 agreement were required to be spent by 2017 and 2021 respectively. The Clerk also reported that the outcome of the Veolia funding bid application would not be available until September 2016 and work would be unable to start on site until after that date.

   Following further discussion it was

   Resolved: that the Clerk be instructed to look into further funding applications for phase 2 and also complete the Veolia application form requesting the sum of £60,000.

6. To receive a recommendation from the Clerk regarding replacement hygiene equipment in the public toilets

   The Clerk reported that the original plastic toilet roll holders in the ladies toilets had been vandalised. This along with the extreme amounts of paper being replaced regularly due to misuse ie whole rolls being forced into the toilet causing blockages, had led to new metal lockable toilet roll holders being installed as an urgent measure. The issue had now spread to the gents toilets. The Clerk recommended that metal toilet roll holders now be installed.

   Following discussion it was

   Resolved: that the Clerk go ahead with the purchase of the replacement metal holders.

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

   None.

FA/16/19 Human Resources

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

   The Clerk reported that she had been in contact with various employment agencies regarding the Working Time Regulations and informed members of the rules.

Whilst employees can opt out of the 48 hour working week ruling employers have a legal obligation to ensure employees are given the relevant rest period within a 7 or 14 day working period ie not less than 24 hour rest period in 7 days and 48 hours within 14.

There are currently 2 employees from the Amenity Team who are on sick leave, one of which is long term. The seasonal worker from Framework is not available for weekend working. The work schedule requires 2 members of the Amenity Team to work on Saturday and one on Sunday. With the depleted numbers the Amenity Team are struggling to adhere to the legal obligations during the weekend.

Following discussion the Clerk was instructed to investigate other options.

2. To approve adoption of the NJC agreed payscales for 2016/17 and 2017/18

The Clerk tabled the payscales received from the NJC and reported that only 4 employees would be affected by the increase which would be adequately covered by the budget.

The Clerk informed members that the Living Wage rate paid by the Council to the remainder of the employees is currently higher than the new payscales from the NJC.

Following discussion unanimous formal approval was granted for the adoption of the NJC agreed payscales for 2016/17 and 2017/18.

FA/16/20 Date & Time of Next Meeting

Wednesday, 3rd July 2016 at 6.30pm