FINANCE & AUDIT COMMITTEE

Town Hall
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 13th July 2016 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

Present: Cllrs D Batey (Chair), R Allwood, C Ford, R Murray and M Pringle

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

Apologies and reasons for absence: Cllrs L Shilling for personal reasons and D Summers due to ill health.

Declarations of Members Interests: Item 16/23.2 – K Wakefield and J Fletcher

Declarations of any intentions to record the meeting: None

FA/16/21 **To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 1st June 2016**.

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

Proposed: Cllr R Allwood **Seconded:** Cllr M Pringle
Decision: Unanimous

FA/16/22 **Finance & Audit:**

1. To agree and sign the bank reconciliation and bank statements for the 1st quarter of 2016/17.

   The Clerk tabled the bank reconciliation and bank statements for all accounts held by the Council for the 1st quarter of 2016/17 which were duly approved and signed by the Chair.

   The Clerk clarified that this procedure had to be done at a public meeting as part of the Council's strict financial safeguarding measures. These measures were regularly scrutinised by the Auditor and copies of minutes requested.

2. To receive information regarding Consultants for Health and Safety and Employment issues.

   The Clerk tabled a letter from the H&S Consultants regarding renewal of the Council's contract. It stated that if renewed early and for a further period of three years then a discount would be given. The Clerk informed members that H&S

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Dated: ……………………………………….

advice was freely available but Employment advice had to be given from specialists.

Following discussion it was proposed and unanimously agreed that the Clerk be instructed to obtain further quotations.

3. To receive an update regarding the replacement of vehicles.

   The Clerk confirmed that the two replacement vehicles had been ordered and delivery was awaited in the coming weeks. Figures were tabled regarding part exchange allowances against the two current vehicles.

   Following discussion it was proposed and unanimously agreed that, following further confirmation of the figures offered, the 2 current vehicles are part exchanged against the 2 currently on order.

4. To receive any updates regarding long term investments.

   The Clerk reported an issue had arisen due to a signatory on the application form having moved out of the area. This had now been resolved and the form was being processed.

5. To discuss any virements in the current Budget.

   The Clerk informed members that any virements can be formally approved at the next F&A or Full Council meeting.

   Item 16/23.1 was brought forward for discussion at this point.

   The Clerk tabled information regarding the current staffing situation. Due to the long term sickness of two employees and the recent death of a volunteer, the Clerk had identified, and further checked, that a sum of money was available in the budget which could be used to finance an additional seasonal member of the amenity team. The Clerk had also contacted the Employment Solicitor who confirmed that, in an emergency situation such as this, employing direct from the work club without advertising the vacancy was legal.

   Following discussion it was unanimously agreed to offer a seasonal contract to the current volunteer. The Clerk was instructed, as a matter of courtesy, to contact the members of staff who were on sick leave.

   Virements would be done at a later date.

6. To receive information regarding access arrangements between the Cemetery and the Wildlife Garden.

   Cllr M Pringle reported that a very amenable meeting had been held on site with the Church and the tenant. The proposed access was not in the correct place and it was agreed for it to be moved further up the cemetery drive, where it had been proposed and agreed by the Council several years ago. Lockable gates large enough for vehicular access are also to be installed.

   Following discussion the Clerk was instructed to obtain quotations for the memorial base and the access gates.

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Dated: …………………………………….

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

   None. The Vice Chair of Special Projects questioned the need for a meeting of the Special Projects Committee. Following discussion all members present agreed that it would be a waste of time and resources to hold a meeting when no decisions were needed and a Full council Meeting was imminent. The Clerk was instructed to contact the Chair to pass on these comments.

FA/16/23 Human Resources

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

   As discussed previously.

2. **To sign off staff TOIL records for 2nd quarter of 2016**

   The Chair informed members that he had rigorously checked the TOIL records and was happy for them to be signed off.

FA/16/24 Date & Time of Next Meeting

Wednesday, 17th August 2016 at 6.30pm

Signed: ………………………………….

Dated: …………………………………….