



FINANCE & AUDIT COMMITTEE

Town Hall
Sherwood Drive
New Ollerton
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 17th August 2016 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

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

One member of the public.

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

Apologies and reasons for absence: Cllr D Summers due to ill health.

Declarations of Members Interests: Item 16/27.1 and 2 – K Wakefield and J Fletcher

Declarations of any intentions to record the meeting: None

FA/16/25 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 13th July 2016.

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

Proposed: Cllr M Pringle

Seconded: Cllr C Ford

Decision: Unanimous

FA/16/26 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for the main account only for Month 4 of 2016/17.

The Clerk tabled the bank reconciliation and bank statement for the main account held by the Council for Month 4 of 2016/17 which was duly approved and signed by the Chair.

2. To receive a detailed income and expenditure account for the 1st quarter of 2016/17.

The income and expenditure account for the 1st quarter of 2016/17 was duly noted.

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

The Clerk reported that she had spoken with 2 companies regarding Health & Safety and Employment Services.

Following discussion the Clerk was instructed to obtain further information and present to the next Finance and Audit meeting.

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

The Clerk informed members that the new vehicles had now been received. Mats and seat covers were being provided by the supplier free of charge. Beacons to be supplied at a cost of £275.00 + VAT per vehicle. The team had expressed concern regarding the plywood lining to the rear of the vehicles. The Supplier had supplied product details and costs for the waterproof lining of the vehicles.

Following discussion it was unanimously agreed that the waterproofing of the vehicles was not necessary at this time. The Clerk was instructed to obtain costs for magnetic beacons and also to pass onto the team the members appreciation for their concerns.

5. To receive any updates regarding long term investments.

The Clerk reported that £50,000 had now been invested with the CCLA (Churches, Charities and Local Authorities) and that the property investment option would be looked into further and information presented to the next Finance and Audit meeting.

6. To receive an update on a recent funding application.

The Clerk reported Veolia had requested further information which had been forwarded and the application was to be presented to their board on 12th September. A decision was expected by the end of September. The decision on the application to the Tesco Bags for Cash scheme was also due at the end of September.

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

None. The Clerk reported that the proposed graffiti project at the skatepark was underway. Further discussion had been had with the NSDC Inclusion Officer and the artist and it had been confirmed that the 22nd, 29th September and 6th October would be used to engage with the users of the skatepark for this project.

The area to be used would require coating with specialised paint before the graffiti could be applied. The costs for the 3 evenings had already been approved at £228 per evening. The Clerk was instructed to obtain costs for the priming of the concrete with a total limit of £1,000 for this project.

One of the original members of the users group had approached the Town Hall for advice on how to stop the anti-social behaviour that was occurring within Central Park. He is willing to work with the Town Council to address this issue and also encourage other users to do so.

FA/16/27

Human Resources

1. To acknowledge the Senior Admin Assistant's recent ILCA qualification.

The members acknowledged the qualification.

2. To consider the post of Deputy Clerk.

The Clerk informed members of the agreement set prior to the recruitment of the Senior Admin Assistant which stated that a qualification would be required before promotion to the position of Deputy Town Clerk could be granted.

The Clerk also informed members that in accordance with her contract, after gaining her CILCA qualification she was eligible for a further scale point.

Following discussion it was unanimously agreed that the Senior Admin Assistant be promoted to Deputy Town Clerk and that the Town Clerk be awarded a further scale point.

Proposed:	Cllr M Pringle	Seconded:	Cllr C Ford
Decision:	Unanimous		

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

The Clerk reported that she had spoken to the long term sick member of the amenity team who had stated that he would like to return to work full time in September. It was agreed that he must have a letter from his medical team to say that he is fit for work, which would possibly be on a phased return basis. The employee was currently on half pay until November.

The Clerk also reported that a welfare meeting had been held with another member of the amenity team who was currently on half pay until 19th September. The employee had resigned and tendered one month's notice. This decision had not been taken lightly and was not solely due to ill health but also relocation to Lincoln.

The 3 seasonal members of the amenity team had contracts that finished at the end of September. The Clerk suggested that they be kept on a rolling monthly contract possibly until after the Christmas light switch on.

Following discussion members unanimously agreed that a replacement was be sourced as soon as possible for the employee who had resigned and if a negative decision is made by the long term sick employee's medical team, one seasonal worked to have their contract extended.

FA/16/28

Date & Time of Next Meeting

Wednesday, 5th October 2016 at 6.30pm