FINANCE & AUDIT COMMITTEE

Town Hall
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Clerk: Karen Wakefield

DRAFT

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 5th October 2016 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

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

Mrs K Wakefield – Clerk, Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: Cllr D Summers due to ill health and R Allwood who was on holiday

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/16/29 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 17th August 2016*.*

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

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

FA/16/30 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Month 5 & 6 of 2016/17.

   The Clerk informed members that whilst M6 had been balanced via the online statements the paper copies had not yet been received. The Clerk tabled the bank reconciliation and bank statements held by the Council for Month 5 of 2016/17 which was duly approved and signed by the Chair.

   Resolved: that Month 6 reconciliation would be presented and signed in the presence of the Full Council at the next meeting for Audit purposes.

2. To note the receipt of the Notice of Conclusion of Audit for 2015/16.

   The Clerk notified the Committee of a successful Audit and reported that in line with legislation it had been posted on the website and the Town Hall noticeboard. The only item for comment had been the addition of an extra day on the inspection period. Members noted that the Conclusion of the Audit would also be reported at the Full Council Meeting for Audit purposes.

Signed: ………………………………….

Dated: …………………………………….

3. To consider the Local Government Finance Settlement Technical Consultation.

   Cllr Batey outlined what this would mean to Town Councils with regard to a precept of over £500,000. Members felt that if agreed this could be broadened in later years to include all Parish/Town Councils.

   Following discussion it was agreed that due to its importance the item be placed on the agenda for the next Full Council meeting.

4. To consider HM Treasury consultation on Shale Wealth Fund.

   The Clerk informed members that the consultation was only where the money was to be allocated and not for comments on whether or not to accept the proposed shale gas exploration works.

   Following discussion the item was deferred to the next Full Council meeting for further discussion.

5. To receive any further information regarding Consultants for Health & Safety and Employment issues.

   Nothing further to report.

6. To receive any updates regarding long term investments.

   The Clerk tabled the spreadsheet showing the investment trail.

   Following discussion it was agreed that the Clerk investigate current interest rates offered by the CCLA (Churches, Charities and Local Authorities Investment Management Limited) against the rates already available from Lloyds in order to consider the future re-investment of recently matured funds.

7. To receive an update on recent funding applications.

   The Clerk reported that unfortunately the funding applications sent to Veolia and Tesco Groundworks had been unsuccessful.

   The Clerk informed members that an outside body, RCAN (Rural Community Action Nottinghamshire), was able to offer assistance with funding applications either to oversee the application on a free of charge basis or to manage any funding bids for which there would be a charge.

   The Clerk was instructed to obtain further information regarding charges and to look into other funding streams.

   Following discussion regarding phase 2 works on Central Park, it was proposed that the Town Council revert back to the original design for the play and picnic areas , the cost of which could be covered by S106 monies and also allow a buffer in the sum of £34,000 for future repairs.

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

DRAFT

Signed: ………………………………….

Dated: …………………………………….

8. To consider the purchase of grass cutting equipment.

   The Clerk informed members that the purchase of 2 small mowers for the Amenity team had been approved earlier in the year. Following problems with our usual supplier an alternative local supplier had now been sourced and they were still at the cost quoted earlier of £600.00 each. These 2 mowers were not additional to what had been previously requested.

   Following discussion the Clerk was instructed to obtain information on other brands and costs in order to make comparison before placing the order.

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

   None.

FA/16/31 Human Resources

1. To receive updates on Amenity staffing.

   The Clerk reported that the interviews had taken place for the vacant position within the Amenity Team. There had been 3 internal and 3 external candidates interviewed. A point system had been used and the final decision was a unanimous one in favour of one of the seasonal workers already employed by the Town Council.

   The Clerk informed members that Cllr T Spratley had been a member of the interview panel and following the appointment of the new member of staff he had requested consideration that a further seasonal worker be kept on due to an extended growing season and a forthcoming event. The Clerk confirmed that there was enough funding in the budget.

   Following discussion it was agreed that the contract for an additional seasonal worker be extended, this would be reviewed on a week by week basis.

   Following instructions from a previous meeting, the Clerk tabled a rota regarding weekend working which had been prepared in order to comply with the Working Time Regulations regarding employees breaks.

   The rota was approved and the Clerk was instructed to action it as soon as possible.

2. To confirm ongoing membership of the Living Wage Foundation.

   Following discussion the members agreed that, as the initial policy decision to be members of the Living Wage Foundation had been approved at Full Council, the Clerk be instructed that it did not need to be reviewed each year.

3. To review arrangements for staff appraisals.

   Following discussion a date is to be set to formulate a system and carry out an appraisal on the Clerk. A new working party was finalised which consisted of Cllrs C Ford and R Murray with Cllr B Wells as a reserve.

FA/16/32 Date & Time of Next Meeting
Wednesday, 16th November 2016 at 6.30pm

Signed: ………………………………….

Dated: …………………………………….

DRAFT