



FINANCE & AUDIT COMMITTEE

Town Hall
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New Ollerton
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 16th November 2016 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

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

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

Apologies and reasons for absence: None

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/16/33 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 5th October 2016.

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

Proposed: Cllr B Wells
Decision: Unanimous

Seconded: Cllr M Pringle

FA/16/33 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statement for Month 7 of 2016/17.

The Clerk tabled the bank reconciliation and bank statements held by the Council for Month 7 of 2016/17 which was duly approved and signed by the Chair.

2. To consider a request from the Hearing Aid Clinic for the continued use of the Town Hall

Following discussion it was

Resolved: that the Hearing Aid Clinic be given the use of the Function Room free of charge indefinitely.

3. To consider a request for a Christmas Tree for Pathfinders

Cllr M Pringle informed the committee that monies for the cost of the tree would be provided by Nottinghamshire County Council.

4. To confirm arrangements for long term investments

Cllr R Allwood entered the meeting at this point.

The Clerk tabled the list of current investments. Following discussion it was

Resolved: that the Clerk be instructed to invest the sum of £110,934.52 with Lloyds Banking for a period of 12 months and obtain further information for future investment opportunities.

5. To receive any updates on S106 monies

The Clerk gave a verbal update on S106 monies available.

6. To reconsider the purchase of grass cutting equipment

The Clerk confirmed that following members' instruction to obtain further quotations on equipment for use by the amenity team that the specification of mower currently being used is the most suitable for the work being carried out.

Following discussion it was

Resolved: that the Clerk be instructed to purchase the required equipment.

7. To approve the arrangements for setting the 2017/18 Budget

The Clerk tabled the proposed schedule of meetings leading up to the setting of the Budget for 2017/2018.

16th January 2017

Informal discussion meeting

8th February 2017

Finance & Audit – all members to attend, final discussions

22nd February 2017

Full Council Formal Approval

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

- i. To approve actions regarding Ollerton Town Hall premises and surrounding area

Following discussion it was

Resolved: by Nem-Con (Nemine-Contradisente) decision that valuations be deferred until further information has been received.

FA/16/35

Human Resources

1. To receive updates on Amenity staffing.

The Clerk reported that the implementation of the weekend rota was moving forward in conjunction with the union and employment advisors. Following discussion it was

Resolved: by Nem-Con decision the seasonal worker will continue his employment until the final pay period before the Christmas break.

Following discussion the Health and Safety issue regarding the liner for the new vehicle was

Resolved: that (subject to availability) a second hand liner be purchased and fitted.

2. To sign off staff Time Off in Lieu (TOIL) records

Staff TOIL records were taken by the Chairman to be approved and signed following scrutiny.

3. To receive an update on staff appraisals.

The Clerk tabled a draft appraisal form. Following discussion it was

Resolved: that a date and time is set for a member of the Appraisal Working Party (Cllrs C Ford, R Murray and L Shilling) carry out the Clerk's appraisal.

FA/16/36

Date & Time of Next Meeting

To be confirmed