FINANCE & AUDIT COMMITTEE

Town Hall
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New Ollerton
NEWARK
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 22nd March 2017 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, and B Wells

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

Observer – Cllr J Spry

Apologies and reasons for absence: Cllr L Shilling due to personal reasons

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/17/05 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 8th February 2017

The Minutes, having been previously circulated were signed as a true and correct record by Nem-Con (Nemine-Contradicente).

FA/17/06 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Month 10 & 11 of 2016/17

   The Clerk tabled the bank reconciliation and bank statements held by the Council for Months 10 and 11 of 2016/17 which were duly approved and signed by the Chair.

2. To approve an interim Schedule of Accounts for payment

   All invoices were tabled for inspection.

   The schedule of accounts for payment was noted, approved and signed.

3. To receive a recommendation from the Chairman to approve the amalgamation of Town Council bank accounts

   The Chairman reported that at present the Town Council operate 3 current accounts: main account, Town Hall Account and Cemetery Account. In practice all payments are made from the main current account and the Town Hall/Cemetery accounts are only used for receipts.

Signed: ………………………………….

Dated: …………………………………….

The Clerk reported that the use of the financial software system automatically splits all payments/ receipts into appropriate Cost Centres and as RFO she would have no hesitation in recommending that the Town Hall and Cemetery current accounts be closed on 31st March 2017. The Clerk also confirmed that the Internal Auditor was in favour of this and the Council's Business Banking Associate had stated that this was an excellent time to make these changes due to the financial year end.

Following discussion it was

Resolved: by Nem-Con decision that the Clerk make the necessary arrangements to amalgamate the Town Council bank accounts.

4. To receive a brief update on long term investments

The Clerk tabled information regarding the Council's long term investments and outlined the reasons for the separate accounts. Following discussion it was

Resolved: that the Clerk continue to investigate appropriate investment opportunities.

5. To receive a recommendation from the Clerk regarding a future review of earmarked reserves

The Clerk outlined the reason for the review following recent Audit training and it was

Resolved: that a full review of earmarked reserves would take place following the financial year end procedures.

6. To receive information on the Audit arrangements for the 2016/17 financial year and approve the appointment of the Internal Auditor

The Clerk informed members of the arrangements for the 2016/17 Audit and the following dates were approved and noted:

15/5/17	Year end sign off with RBS software
16/5/17	Independent Auditors visit
17/5/17	Accounts to be presented to Full Council and Audit papers to be formally signed

Following discussion it was

Resolved: by Nem-Con decision that David Slight be formally appointed as the Internal Auditor.

7. To conduct an annual review of the following policy documents:

a. Financial Regulations
b. Internal Controls Policy
c. Risk Assessment Policy
d. Investment of Funds Policy
e. Schedule of Delegation/Committee Structure
f. Complaints Procedure
g. Publication Scheme
h. Compassionate Leave Policy

Signed: ………………………………….

Dated: …………………………………….

Following discussion it was

Resolved: by Nem-Con decision that the documents listed as a – h, having been previously circulated, be adopted and taken to the next Full Council meeting for ratification.

8. To approve and adopt revised Standing Orders in accordance with the NALC Model

Following discussion it was

Resolved: by Nem-Con decision that the Standing Orders, having been previously circulated, be adopted and taken to the next Full Council meeting for ratification.

Cllr Ford wished it to be minuted that he felt that the Town Council's procedures and policies had come on in leaps and bounds in the years since he joined the Town Council and thanked the Admin Team for their hard work.

9. To consider the approval of new fee structures from 1/4/17 for:

   a. Town Hall Room Hire Charges
   b. Cemetery Fees

Following discussion it was

Resolved: by Nem-Con decision that the new fee structures for Town Hall room hire charges and Cemetery fees, having been previously circulated, be accepted.

10. To receive any updates on available S106 monies

The Clerk reported that an update had been received from Newark & Sherwood District Council and tabled the details. The District Council have requested that the Town Council produce a list of projects that they would like to spend any available S106 monies on.

Following discussion two projects were proposed and it was

Resolved: that the Clerk be instructed to confirm with the District Council that the monies would be available for use on these projects.

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

   i. To approve a recommendation from Special Projects for a donation to the Colliery Memorial project

   Following discussion it was proposed that the Town Council make a donation to the Colliery Memorial project up to a maximum of £10,000.

   Resolved: by Nem-Con decision that the Town Council make a donation to the Colliery Memorial project up to a maximum of £10,000.

   Cllr M Pringle (NCC) confirmed that an application for £15,000 from the SLC (Supporting Local Communities) fund had been granted by the County Council.

Signed: ………………………………….

Dated: …………………………………….

FA/17/07 Human Resources

1. To receive updates on Amenity staffing

   The Clerk tabled information and reported that additional contracts had been secured due to the hard work of the Amenity and Admin team. The Lengthsman contract had also been agreed for a further year with OBTC being the host council.

   Following the long term sickness of the Town Hall cleaner a relief cleaner had been employed. The Clerk requested that the relief cleaner, who had previously been a seasonal worker, be given additional hours to assist with the litter picking once the grass cutting season begins.

   Following discussion it was proposed and

   Resolved: by Nem-Con decision that the employee continue as a relief cleaner/caretaker and the situation be reviewed at a later date depending on the permanent employee's state of health. It was further resolved that should the Clerk and Amenity Foreman deem it necessary for the temporary employee to be brought in to assist with litter picking duties this would be brought to the attention of the Chairman and Vice Chairman who would have delegated powers to make a decision on the matter in the short term until a formal decision can be made.

2. To receive a report on Town Hall staffing arrangements

   Previously discussed in item 1 above.

FA/17/08 Date & Time of Next Meeting

Wednesday 3rd May 2017 at 6.30pm

Signed: ………………………………….

Dated: …………………………………….