



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 3rd May 2017 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

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

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

Observer – Cllr R Shilling

Apologies and reasons for absence: Cllr M Pringle for business reasons

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/17/09 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 22nd March 2017

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

FA/17/10 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Month 12 of 2016/17

The Clerk tabled the bank reconciliation and bank statements held by the Council for Month 12 of 2016/17 which were duly approved and signed by the Chair.

2. To receive a brief update on long term investments

The Clerk tabled a list of historical investments which were noted by all.

3. To receive an update regarding earmarked reserves

The Clerk tabled a balance sheet showing current earmarked reserves which was noted by all. On the advice of the Clerk It was agreed that a full review of earmarked reserves would be conducted following the conclusion of the year end accounts for 2016/17.

4. To consider a transfer of funds to CCLA

The Clerk tabled information regarding the current balance of the Town Councils bank accounts.

It was proposed by the Chair of Finance & Audit that the sum of £100,000 be transferred to the CCLA account and following discussion it was

Resolved: by Nem-Con decision that the Clerk be instructed to transfer the sum of £100,000 to the Town Council's Public Sector Deposit Fund (PSDF) account with the CCLA.

5. To receive any updates on available S106 monies

The Clerk confirmed that a legal agreement had now been finalised between OBTC & NSDC and the S106 monies for the installation of the playpark and a sum for ongoing maintenance was now in the Town Council's bank account.

Standing Orders were suspended to allow the Chair of Special Projects to speak to the Committee.

The Chair of Special Projects reported that there was a separate sum of money allocated for the upkeep and maintenance of the play area and electricity supply on Central Park.

Cllr R Shilling also thanked the Clerk and Chair of Finance & Audit for their hard work in securing a power supply at Central Park.

Standing Orders were resumed.

The Clerk informed members that a S106 agreement had also been made by the developer of the new adjacent housing development towards future maintenance of Central Park.

6. To receive any urgent referrals from Special Projects or Council approved by the Chairman
 - a) Update on Central Park Development

The Clerk reported that she had met with the supplier and the housing contractor to further discuss the electricity supply for the play park.

Hard copies of the play area design would be available for the Annual Town Meeting. A duct is to be put in to ensure future proofing for the electricity supply,

FA/17/11

Human Resources

1. To agree temporary relief amenity staffing for extra duties

The Clerk tabled information relating to the current contracts and the increase to the work load for the Amenity Team.

Following discussion it was

Resolved: by Nem-Con decision that the current relief cleaner/caretaker be employed for a total of 20 hours per week on a seasonal contract for 4 months from 8th May 2017. This would be reviewed 1 month prior to the end of the contract.

2. To receive a report on Town Hall staffing arrangements

The Clerk reported that the Town Hall cleaner continues to be on sick leave and her return date is currently unknown. The Clerk would be holding a welfare meeting in the coming week to discuss the situation further.

Resolved: That the relief cleaner/caretaker carry out necessary duties at the Town Hall as part of the seasonal 20 hour per week contract. This would be reviewed as necessary in accordance with the current emergency staffing situation.

FA/17/12

Date & Time of Next Meeting

Wednesday 14th June 2017 at 6.30pm

DRAFT