



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 9th August 2017 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, B Wells

Mrs K Wakefield – Clerk

Mr J Owen – Foreman

One member of the public

Apologies and reasons for absence: Cllr C Ford who was at work

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/17/19 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 14th June 2017

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

FA/17/20 Human Resources

1. To receive any updates on amenity staffing.

The relief operative is still employed on a temporary basis alongside his relief Town Hall duties and the Foreman has reported that this arrangement is working well.

2. To receive an update on Town Hall staffing arrangements.

The Cleaner/caretaker is still on long term sick leave and has attended regular welfare meetings.

At the most recent meeting the Chairman was present. As the employee has now been absent for 6 months members were asked to consider an occupational health assessment.

Following discussion it was:

Resolved: That the Clerk make the necessary arrangements for the employee to attend an occupational health assessment to clarify the current state of health and the prospect of a future return to work.

3. To consider a call out rota for out of hours emergencies.

The Foreman reported that at present there were no members of staff willing to take on these duties.

4. To receive any further relevant information from the Amenity Foreman.

The Foreman reported that broken glass was still an issue on Central Park. The Amenity Team had attended demonstrations of various litter vacuum equipment with the Clerk and felt that this addition would be a useful tool, not only for Central Park but throughout the town.

Following discussion it was:

Resolved: that a decision to purchase equipment would be deferred until after discussions with NSDC regarding the current street sweeping contract

5. To sign off the TOIL records for the first quarter of 2017/18

Copies of the TOIL records were given to the Chair and Deputy Chair for a detailed inspection. It was requested that all future records be in the same format as those presented by the Clerk.

FA/17/21 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Month 2 and 3 of 2017/18.

The bank reconciliation and bank statements for Months 2 and 3 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive a financial report for the first quarter of 2017/18

A full statement of income and expenditure from 1/4/17 to 30/6/17 was tabled for inspection. The Clerk answered questions from members, these being anomalies caused by annual payments at different times..

The Chairman reported that on the whole the income and expenditure was in keeping with budget targets and at present there were no concerns.

3. To receive a brief update on long term investments.

An update was tabled on current investments.

4. To agree a date for a meeting of the Working Party to review earmarked reserves.

The Working Party will meet on 14th August with recommendations to be presented at the next meeting of the F & A Committee.

5. To consider the budgetary implications regarding the ongoing national discussions on public sector pay

Members were asked to consider the option of coming out of the voluntary Living Wage Foundation Scheme with no decrease in wages.

Resolved: That the Clerk look into the terms of membership and present to members at the next meeting.

6. To further consider CCTV at the Public Toilets

Full discussion took place with the following points raised:

- CCTV offering a deterrent for ASB
- Lone Working issues for cleaning staff
- CCTV signage
- Exterior security lighting

Resolved: That the Clerk explore the possibility of exterior security lighting with protection against vandalism.

7. To consider the replacement of litter bins in public locations

The Clerk reported that following a site visit she had identified several large concrete litter bins which were at the end of practical use.

Following discussion it was:

Resolved: That the Clerk be instructed to replace bins at strategic locations up to a total cost of £1500

8. 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 spent a large amount of time with various agencies trying to alleviate the ongoing problem of anti social behaviour, particularly in the evenings at weekends.

Following a multi agency decision, mobile CCTV cameras will be installed subject to a site survey. Signs will be installed as soon as possible.

The Clerk is still making enquiries regarding an Exclusion Order.

Members reported that they had recently attended a site meeting with the original contractor and reported that the timber ramps were deteriorating.

Resolved: That the Clerk make arrangements for the purchase and work to replace 14 panels with 9mm birch ply. The Amenity workforce to be instructed to treat the timber with an appropriate primer before installation.

The contractor will also consider ventilation and inspection hatches.

b) Update on Ollerton Car Park

Nothing further to report

FA/17/22 Date & Time of Next Meeting

Wednesday 6th September 2017 – 6.30pm