



## FINANCE & AUDIT COMMITTEE

Town Hall  
Sherwood Drive  
New Ollerton  
NEWARK  
Notts  
NG22 9PP  
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Clerk: Karen Wakefield

**Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 4<sup>th</sup> July 2018 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton**

**Present:** Cllrs D Batey (Chair), R Allwood, D Cumberlidge, R Murray and L Shilling

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Mr J Owen – Amenity Foreman

**Apologies and reasons for absence:** Cllr M Pringle for personal reasons.

**Declarations of Members Interests:** None

**Declarations of any intentions to record the meeting:** None

**FA/18/15 To elect the Chairman of the Finance and Audit Committee for 2018/19**

Cllr Derek Batey, being the only person nominated was elected as Chairman for 2018/19 by Nem-Con (Nemine-Contradicente).

**Proposed:** Cllr L Shilling  
**Decision:** Nem-Con

**Seconded:** Cllr R Murray

**FA/18/16 To elect the Vice Chairman of the Finance and Audit Committee for 2018/19**

Cllr Robert Murray, being the only person nominated was elected as Vice Chairman for 2018/19 by Nem-Con (Nemine-Contradicente).

**Proposed:** Cllr D Batey  
**Decision:** Nem-Con

**Seconded:** Cllr L Shilling

**FA/18/17 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 23<sup>rd</sup> May 2018**

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

**FA/18/18 Human Resources**

1. To receive any updates on amenity staffing

The Cleaner/Caretaker from the Town Hall had been assisting the Amenity team with litter picking during the grass cutting season and more recently the Junior Admin Assistant had also been out litter picking and grass cutting.

Following a suggestion by a member it was agreed by Nem-Con decision that the Junior Admin Assistant's title become Admin Assistant with immediate effect.

Following discussion it was agreed that appraisals be carried out yearly during the month of October.

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

The Amenity Foreman reported that the anti-social behaviour was still taking place at Central Park with incidents of alcoholic drinking. The bolts had recently been removed from the climbing frame. A meeting had been held with the supplier on site and tools are to be supplied to the Amenity Foreman to enable them to carry out remedial works to the equipment.

The Clerk reported that the inclusive swing was due to arrive during the week commencing 16<sup>th</sup> July. Full details of usage with timings to be supplied to members by the Clerk.

A member of the public had made an offer for a piece of equipment that had been handed over to the Council from the Energy Village. The Foreman reported that the team have never used the machine and that an independent estimate had been obtained reporting a cost in excess of £1,000 for repairs.

Following discussion it was

**Resolved:** that the Clerk contact the member of the public and further discuss their offer. The Clerk was given instruction, that should the offer be acceptable, to dispose of the equipment.

**FA/18/19**

#### **Finance & Audit**

1. To agree and sign the bank reconciliation and bank statements for Month 2 of 2018/19.

The bank reconciliation and bank statements for Month 1 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive any information from the Clerk regarding the Audit of the 2017/2018 financial year.

The Clerk reported that all the relevant information had been submitted prior to her annual leave. The Clerk tabled a letter which had been received from the internal auditor.

3. To review the 2017/2018 income and expenditure report

The Clerk tabled further information and informed members that she was happy to go through the accounts with any member of the Councillor should they wish to do so.

4. To receive an update from the Clerk regarding a review of payroll processing

The Clerk informed members that 3 independent accountants had suggested that it was not advisable for the Council to take over the payroll part way through the year. The Clerk tabled information regarding costs for in-house payroll software.

Following further discussion it was

**Resolved:** that the Clerk carry out the correct process to put all members of staff onto monthly pay and that the payroll would be brought in-house in the new

financial year.

5. To receive information from Sherwood Forest Crematorium

The Clerk reported that the Crematorium had had a total of 1,113 burnings during the past year and as per the contract with the Council were to pay the sum of £643.50 for the 13 over the 1,100.

Following discussion it was proposed that the monies be put towards the Events budget for new column decorations for the Christmas lighting.

**Proposed:** Cllr L Shilling      **Seconded:** Cllr R Allwood  
**Decision:** **Majority in favour**

**FA/18/20** To receive any recommendations from:

1. Special Projects

a. To receive any updates regarding new and existing play/sports equipment

The Clerk reported that the Council had been successful in securing the S106 monies and that NSDC were in the process of drawing up the legal agreement.

2. Full Council

None

**FA/18/22** **Date & Time of Next Meeting** – Wednesday 15<sup>th</sup> August 2018 – 6.30pm