



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 15th August 2018 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey (Chair), R Allwood, D Cumberlidge (ex-officio), C Ford, R Murray and B Wells

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Mr J Owen – Amenity Foreman

Apologies and reasons for absence: Cllrs M Pringle and L Shilling for personal reasons.

Declarations of Members Interests: Mrs J Fletcher – Item FA/18/25.4

Declarations of any intentions to record the meeting: None

FA/18/23 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 4th July 2018

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

FA/18/24 Human Resources

1. To receive any updates on amenity staffing

The Clerk reported that the seasonal worker had left due to personal reasons. The Clerk had spoken with the Employment Advisor and been informed that as a Local Authority there was no requirement for advertising of the position. A young man had expressed his interest in the role and following an interview had started work as a temporary seasonal worker on 3rd August. The Clerk had stressed that the role was only a temporary position with no permanent role at the end of the contract period.

The Amenity Foreman reported that the young man was doing very well and the Clerk reassured Councillors that although he was only 17 he was covered on the Town Council's insurance.

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

The Amenity Foreman reported the same issues were occurring at Central Park ie drinking and littering etc. He also reported that a member of the Amenity Team and himself had intervened when it appeared that two girls were proposing to ride down one of the ramps in a local supermarket trolley.

The Amenity Foreman reported that there were several areas around the town that

were becoming very overgrown and that were in the remit of OBTC to cut. A flail attachment would be required in order for these areas to be dealt with. Some of which would require road traffic management.

Following discussion it was agreed that the cost of a flail would be looked into for next years budget and that due to it being the end of the growing season several areas were to be left for the present time.

FA/18/24 Finance & Audit

1. To agree and sign the bank reconciliation and bank statements for Months 3 and 4 of 2018/19.

The bank reconciliation and bank statements for Months 3 and 4 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive the schedule of accounts for payment

The Clerk tabled an amended Schedule of Account, which was duly approved and signed.

3. To receive any updates from the Clerk regarding a review of payroll processing

The Clerk informed members that she was in the process of taking advice from the Union.

4. To approve the Deputy Clerk's emergency access to online banking

The Clerk outlined the process regarding emergency access to online banking and requested approval from the members to permit access to the Deputy Clerk.

Following discussion it was agreed by **Nem-Con decision** that the Deputy Clerk be given emergency access to the online banking in the Clerks absence.

5. To consider a Grant Funding request from Newark & Sherwood Community Hub

Following discussion it was agreed by **Nem-Con decision** that the Town Council would support this application in the sum of £600.00.

FA/18/26 To receive any recommendations from:

1. Special Projects

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

The Clerk reported that on behalf of Cllr R Shilling, Chair of Special Projects, that the recent spell of hot weather had delayed the laying of the flooring to the children's play area on the Whitewater site. The Contractors were now carrying out their planned works in schools which has caused a further delay. The electricity supply will be contacted by the end of September.

A proposal for a penguin style rubbish bin for within the children's play area was declined by all.

2. Full Council

- a. To receive a recommendation that replacement column decorations are

purchased for 12 lamp columns on Forest Road in time for the Christmas 2018 display

The Clerk tabled information regarding the costings for new column decorations.

Following discussion it was agreed by **Nem-Con decision** that the column decorations would be rented over a 3 year period and along with a new 'Merry Christmas' sign for the front of the Town Hall.

- b. To approve the purchase of a commemorative memorial bench for the War Memorial Gardens

The Clerk tabled information regarding a WW1 commemorative memorial bench. Following discussion it was proposed that the 'Lest We Forget' bench be purchased and installed in the memorial gardens.

Proposed: Cllr B Wells **Seconded:** Cllr C Ford
Decision: Majority in favour

3. Cemetery Working Party

- a. To receive a recommendation that a mechanical weed ripper be purchased in the interests of health and safety

The Clerk reported that she had been advised by the Town Council's Health and Safety Advisor that the safest option for removing the algae etc on the footpaths in the Cemetery was a mechanical weed ripper. The equipment had been previously demonstrated to the council.

Following discussion it was proposed that the Clerk be instructed to purchase the mechanical weed ripper.

Proposed: Cllr D Batey **Seconded:** Cllr B Wells
Decision: Majority in favour

- b. To receive a request from the CWP that consideration be given in future budgets to earmark finds for a substantial amount of expenditure in order to utilise the cemetery extension for burials

The Clerk reported that during a recent site meeting of the CWP it had been discussed, that in order to facilitate the use of the extension to the cemetery, that monies be set aside in earmarked reserves within the budget for the coming years.

The Clerk reported that she had spoken with Officers at the District Council regarding S106 monies and they were looking into whether S106 monies could be used for this purpose and would report back to the Clerk in due course.

FA/18/27

Date & Time of Next Meeting – Wednesday 26th September 2018 – 6.30pm