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Clerk: Karen Wakefield

FINANCE & AUDIT COMMITTEE

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 23rd May 2018 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, L Shilling and B Wells

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

Mr J Owen – Amenity Foreman | Cllr R Shilling – Chair of Special Projects

Apologies and reasons for absence: None

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/18/09 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 21st February 2018

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

FA/18/10 Human Resources

1. To note & approve the NJC Salary increase from 1st April 2018

   The Clerk tabled the new NJC payscales and informed members of the implications to the Council.

   Following discussion it was agreed by Nem-Con decision that the NJC salary increase from 1st April 2018 be approved.

2. To receive any updates on amenity staffing

   i. To receive any updates on amenity staffing

      The Amenity Foreman requested that the Town Hall Cleaner/Caretaker be given additional hours to assist with the litter picking during the grass cutting season as in the previous year.

      The Clerk confirmed that there was money in the budget to cover the additional cost.

      Following discussion it was proposed that the Cleaner/Caretaker assist with the litter picking as the previous year.

Signed: ………………………………….

Dated: …………………………………….

Proposed: Cllr C Ford **Seconded:** Cllr M Pringle
Decision: **Nem-Con**

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

   The Amenity Foreman reported there were the same issues with the skate park as last year as the summer months are approaching. The previous weekend it was noted that people had been sleeping overnight. The Foreman also reported that 6 bags of rubbish had been collected along with broken glass.

   The Clerk reported that the Officer at the District Council responsible for health & safety and security had advised that the Town Council do not purchase any CCTV equipment until after he has had a meeting with the Clerk.

   The Clerk informed members that it had been a Council decision at a previous meeting to leave the gates to Central Park unlocked. All incidents are being logged and sent to Inspector Clark for her records.

   The Clerk reported that she is attending a meeting next week regarding alcohol abuse and underage drinking.

   The Foreman informed members that, following information contained in the report from the insurance company, the play park near to the Stepnall Heights estate was in need of repairs which the Amenity Team are unable to carry out.

   The Clerk informed members that she had been in contact with the relevant body that manage the lad and is awaiting a response. The Town Council lease the football field but not any of the surrounding area. The Clerk confirmed that the damaged item on the play park had been isolated to prevent use by the public and that other areas are in need of cosmetic works.

FA/18/11 Finance & Audit

1. To agree and sign the bank reconciliation and bank statements for Month 1 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 the general year end audit to sign off the accounts had taken place and all was in order. The Internal Auditor had given a clean bill of health after his inspection today. The Clerk reported that the Auditor had been new to the Town Council and that she felt he had carried a very thorough check of all areas.

3. To receive a preliminary report on the 2017/2018 financial year end

   The Clerk tabled an income and expenditure report and explained in detail any anomalies between the previous year.

4. To review any updates on available S106 monies

   The Clerk tabled information received from NSDC. Copies of the documentation to be sent to all Councillors.

Signed: …………………………………

Dated: ……………………………………

5. To consider a request from the Chairman for a review of payroll processing

   The Clerk informed members that following a previous comment by the Chairman she had looked into the information required for the payroll to be brought in-house.

   The HMRC website states that:

   10 or less employees – free software is available to use
   More than 10 employees – software needs to be purchased

   The Clerk reported that both Auditors had advised against moving the payroll in-house in the middle of a year unless to the same software that the Accountant is currently using. Generally Parish and Town Councils outsource the payroll as a further security measure.

   The approximate cost per year is currently £1,000 (£20 per week).

   Following further discussion it was

   Resolved: that the Clerk obtain further information and report to a future meeting.

6. To receive any updates on decorating/refurbishment at Ollerton Town Hall

   The Clerk reported that the decorating to the function room and hallway downstairs had not been completed due to the in-house painter and decorator suffering from ill-health. The works would be completed in due course after the grass cutting season has ended.

   Following discussion it was

   Resolved: the Clerk was instructed to arrange a meeting of the Town Hall Management Committee.

FA/18/12 To receive any recommendations from:

1. Special Projects

a. To receive and discuss a recommendation regarding new ply/sports equipment from Cllr R Shilling as Chairman of Special Projects Committee

   Due to the commercially sensitive nature of this item it was adjourned to the end of the meeting for further discussion.

   John Owen left the meeting at this point.

2. Full Council

   None.

FA/18/13 **To receive information from the Clerk following a meeting with the Acting Chief Executive of NSDC**

Item deferred to the end of the meeting due to its highly sensitive nature.

FA/18/14 **Date & Time of Next Meeting –** Wednesday 4th July 2018 – 6.30pm

Signed: …………………………………

Dated: ……………………………………

<u>CONFIDENTIAL</u>

NB: ***Confidential matters which may arise during the course of any meeting will be discussed at the end of business subject to the appropriate resolution being carried. Any matters circulated on yellow papers are strictly confidential and should not be discussed outside the meeting.***

This section of the agenda has not been circulated to the press or public.

FA/18/12 **Items FA/18/12 1 a. and FA/18/13 adjourned to the end of the meeting for further discussion**

FA/18/12 To receive any recommendations from:

1. Special Projects

a. To receive and discuss a recommendation regarding new play/sports equipment from Cllr R Shilling as Chairman of Special Projects Committee

The Chair reported that following instruction given by the Special Projects Committee, he had been in further negotiation with the play park equipment supplier regarding the costings for the proposed development on the corner of Whitewater Road. A conversation had taken place today with the Chair, the Town Clerk and the supplier and a final discounted figure had been agreed.

The Chair of Special Projects thanked the Clerk for her support with this project.

Following further discussion the Chairman of Special Projects proposed that the members of the Finance & Audit Committee support the new costings from the supplier to enable the project to commence.

Proposed: Cllr R Shilling **Seconded:** Cllr M Pringle
Decision: **Unanimous**

Following the decision the Clerk was instructed to contact NSDC regarding the S106 monies available for this project. It was confirmed by Cllr M Pringle (NCC) that the County Council have already been in discussion regarding use of the street columns for power supply to the site.

The Chair of Finance and Audit thanked the Chair of Special Projects on behalf of the Town Council for his hard work with this project.

FA/18/13 **To receive information from the Clerk following a meeting with the Acting Chief Executive of NSDC**

The Clerk informed members that she had recently attended a meeting at Castle House for Operation London Bridge.

The information discussed at the meeting was of a highly sensitive and confidential nature and was not to be taken outside of this F&A meeting.

The Clerk outlined the basics of Operation London Bridge and confirmed to members that all arrangements were in place and that the processes and protocols would be followed as per instructions from higher authority.

Signed: ………………………………….

Dated: …………………………………….