



FINANCE & AUDIT COMMITTEE

Town Hall
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Clerk: Karen Wakefield

Minutes of the Special Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 17th January 2018 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

Present: Cllrs D Batey (Chair), R Allwood, P Hancock, R Murray, M Pringle, T Spratley, M Staley and C Ward

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Mr J Owen – Foreman

Apologies and reasons for absence: Cllr C Ford due to work, Cllr B Wells who was attending another meeting and Cllrs E Bentley and D Cumberlidge due to personal reasons.

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/18/01 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 29th November 2017

Item deferred to later in the meeting due to Cllr D Batey being caught in traffic.

FA/18/02 Human Resources

1. To receive any updates on amenity staffing

The Clerk reported that the 2 seasonal workers contracts had now ended and the staffing was down to the permanent team.

2. To agree amenity staffing levels for 2018/2019

The Clerk reported that the proposed budget included a 12 month permanent worker along with all associated costs; employers NI and pension contribution.

Cllr M Pringle joined the meeting at this point – 6.05pm

The Amenity Foreman was asked for his requirements for the coming year and requested one man for a full 12 month contract. The advantage of this would be that the man would be trained up in all aspects of amenity work should a worker retire or leave. There is currently no cover for the period between the seasonal workers finishing in December and the end of March. This period is also the busiest time for funerals and other work is carried out in the absence of grass cutting being undertaken.

Following discussion suggestions were put forward:

- Only one man off on holiday at a time
- Limiting time to take holidays
- New employees to go into NEST rather than the LGPS pension scheme
- A rolling contract rather than a fixed period of time

Cllr D Batey joined the meeting at this point – 6.13pm

The Clerk informed members that all Councillors had been summoned to this meeting and her recommendation was that Councillors accept the figures in the budget and look at a decision regarding staffing levels at the next Finance and Audit meeting on 21st February 2018.

Following further discussion members agreed by **Nem-Con** decision to accept the figures for the 2018/2019 budget.

3. To receive an update on Town Hall staffing arrangements

The Clerk reported that she had advertised for the position of Town Hall Cleaner/Caretaker. Cllr T Spratley to sit on the interview panel.

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

The Amenity Foreman reported that Central Park had continued to be quiet, probably due to the bad weather.

The Amenity Foreman reported that the team had been cutting Boughton churchyard for the past 3 years without any payment being made to the Council.

The Clerk asked for guidance from the Councillors and outlined the history relating to this work. The Council had given £600 per annum to the Church towards the cost of the grass cutting in the graveyard. The Council then made the decision to stop the payment and for the Amenity Team to carry out the works.

Members were informed that no payment was made to St Paulinus church and that St Giles churchyard in Ollerton is a closed churchyard which the Council opted to be responsible for.

Following discussion it was proposed that the Amenity Team continue to service the graveyard at St Matthews Church until the end of August 2018. A quotation would be supplied for the cost of the works for maintaining the graveyard if it was required going forward.

A vote took place, the outcome of which was:

Support: 5 **Against:** 1 **Abstention:** 1

Resolved: That the Clerk be instructed to write a letter to St Matthews informing them that neither the servicing nor any financial support would continue from the Town Council after the end of August 2018.

Item FA/18/01 deferred from earlier in the meeting

To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 29th November 2017

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

FA/18/03 Finance & Audit

1. To agree and sign the bank reconciliation and bank statements for Months 8 and 9 of 2017/18.

The bank reconciliation and bank statements for Months 8 and 9 were tabled, inspected and signed by the Vice-Chairman as being concurrent.

2. To receive the Income and Expenditure Report up to Month 9 of 2017/2018

The Clerk reported on items that were over budget at this time.

3. To receive a balance sheet up to 31st December 2017

All noted the financial position of the Council as detailed within the balance sheet.

4. 2018/2018 Budget Discussions

- a. To receive and discuss the draft budget proposals for the 2018/2019 financial year

The Clerk outlined the proposed budget figures which were duly noted.

- b. To discuss ongoing membership of the voluntary Living Wage Foundation

The Clerk informed members that 3 months notice was required by the LWF to enable the Council to leave the scheme. The budget had been set including the rise to the living wage hourly rate of £8.75.

Following discussion it was proposed that the Council pay the living wage increase from 1st April 2018.

Proposed:	Cllr D Batey	Seconded:	Cllr P Hancock
Decision:	Nem Con		

- c. To approve the 2018/2019 Budget figures

Following discussion it was

Resolved: that the Budget figures be accepted by the Special Meeting of the Finance and Audit Committee and be presented at the next Full Council meeting for ratification.

Proposed:	Cllr T Spratley	Seconded:	Cllr D Batey
Decision:	Nem Con		

Cllr M Pringle thanked the Clerk and everyone involved in the budget setting process which had resulted in zero monies being used from the Councils Reserves.

- d. To approve the Precept requirements for 2018/2019

At the Full Council Meeting on Wednesday 24th January 2018, the Precept recommendations agreed on at this Finance and Audit meeting would be formally approved and recorded in the Minutes to fulfil the Council's Legal requirements.

Following discussion it was

Resolved: that the Precept figure be accepted by this Special Meeting of the Finance and Audit Committee and that the Clerk as Responsible Financial Officer serve a precept upon Newark & Sherwood District Council in the sum of £347,467.

Proposed: Cllr T Spratley
Decision: Nem-Con

Seconded: Cllr D Batey

5. Update on Ollerton Car Park

The Clerk reported that she had received written confirmation that NSDC were to pay half the cost of the feasibility study.

FA/18/04

Date & Time of Next Meeting

Wednesday 21st February 2018 – 6.30pm