FINANCE & AUDIT COMMITTEE

Town Hall
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 21st February 2018 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

Present: Cllrs D Batey (Chair), R Allwood, C Ford, R Murray, L Shilling and B Wells

Mrs K Wakefield – Clerk   Mrs J Fletcher – Deputy Clerk

Mr J Owen – Foreman

Apologies and reasons for absence: Cllr M Pringle due to personal reasons.

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/18/05 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 17th January 2018

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

FA/18/06 Human Resources

1. To receive any updates on amenity staffing

   The Clerk reported that the previous cleaner/caretaker, who was on long term sick, employment has now ceased. The vacancy had been well advertised and 10 applications had been received.

2. To review the recruitment panel for a new Cleaner/Caretaker

   All noted that Cllr T Spratley had previously agreed to join the Town Clerk and Deputy Clerk on the recruitment panel.

   Following discussion it was

   Resolved: that the Clerk be instructed to obtain advice from the Employment Law advisor regarding referees.

3. To note the Clerk's forthcoming attendance at a NALC Appraisal Workshop

   The Clerk informed members that both herself and the Deputy Clerk would be attending the NALC Appraisal Workshop.

Signed: ………………………………….

Dated: …………………………………….

4. To receive any updates on amenity staffing

   The Clerk reported that the Amenity Team currently was full staffed at 5 members. Additional staff now needed to be looked at for the new season.

5. To review amenity staffing levels for 2018/2019

   The Clerk reported that there was monies available to employ a further member of staff for 12 months.

   Following discussion it was proposed that the seasonal worker from last year be re-employed for 9 months, beginning of April to end of December.

   Proposed: Cllr D Batey **Seconded:** Cllr C Ford
   Decision: Nem-Con

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

   The Amenity Foreman reported that the roadway in the cemetery was in serious need of maintenance work and several complaints had been received.

   Following discussion it was

   Resolved: that the issue be treated as urgent and the provision of relevant material and equipment be made available for the Amenity Team to carry out the repairs as soon as possible.

   The Amenity Foreman queried the level of service expected on the Retford Road Estate with regard to litter picking and street sweeping. This was answered by the Chairman.

FA/18/07 Finance & Audit

1. To agree and sign the bank reconciliation and bank statements for Month 10 of 2017/18.

   The bank reconciliation and bank statements for Month 10 were tabled, inspected and signed by the Vice-Chairman as being concurrent.

2. To receive information on the Audit arrangements for the 2017/18 financial year and approve the appointment of the Internal Auditor

   The Clerk reported that the external auditor, P K G Littlejohn, would be emailing the relevant forms on 18th March. All procedures are the same as previous years.

   The Clerk informed members of the details of prospective internal auditors and put forward her recommendation. Following discussion it was

   Resolved: by Nem-Con decision that Mr Ken Goddard be appointed as Internal Auditor for Ollerton & Boughton Town Council.

3. To review a list of current direct debit arrangements

   All noted.

Signed: ………………………………….

Dated: …………………………………….

The Clerk outlined the process for payment of staff and officers of the Town Council's wages and reminded all members that they are welcome to look at the procedures and finances of the Town Council at any time.

The Clerk informed members that the TOIL sheets for the Town Hall staff would be presented at the next meeting but they are available for viewing by members at any time.

4. To conduct an annual review of the following policy documents (*all documents are available in the Members Handbook*)

   a. Financial Regulations - noted
   b. Internal Controls Document - noted
   c. Risk Assessment Policy - noted
   d. Investment of Funds Policy - noted
   e. Schedule of Delegation/Committee Structure - noted
   f. Complaints Procedure

      Amendment to be made due to the Standards Board being no longer in operation. Amended policy to be taken to Full Council for ratification.

   g. Publication Scheme - noted
   h. Compassionate Leave Policy - noted

   The Clerk informed members that both an Equal Opportunities policy and a Grievance policy were being produced and would be presented at the Full Council meeting for ratification.

5. To note the Clerk & Deputy Clerk's recent attendance at a Risk Assessment Seminar

   All noted.

6. To receive information from the Clerk regarding dedicated email addresses for Councillors

   The Clerk informed members that due to the new GDPR laws coming into place, new email addresses are to be provided for all Councillors by the end of March.

   The Clerk also reported that the server would become obsolete soon and following advice from the IT advisor, all information would be saved to the Microsoft 365 Cloud in the future.

7. To approve further expenditure for decorating/refurbishment at Ollerton Town Hall

   The Clerk reported that following instruction the Council Chamber had recently been re-decorated and that re-decorating work was currently being undertaken in the Function Room and hallway downstairs. The Clerk reported a list of items that needed attention both internally and externally of the building.

   Following discussion it was

   Resolved: that the Clerk provide costings for other relevant items for consideration at a future meeting and that the re-decoration works currently being carried out continue.

Signed: ………………………………….

Dated: …………………………………….

8. To further consider the purchase of a weed-ripping machine

   Following discussion it was

   Resolved: that the Clerk be instructed to arrange a date for viewing of the weed-ripping machine and also provide a list of areas where it could be used.

9. To consider quotations for a replacement photocopier/printer due to recent problems with the existing machinery

   Additional quotations were tabled and following discussion it was

   Resolved: by unanimous agreement (For – 4; Against – 2) that the Clerk place the order for the replacement photocopier/printer from the agreed supplier under a 3 year lease agreement.

FA/18/08 To receive any recommendations from:

1. Special Projects

a. To receive an update from the Clerk regarding Ollerton Car Park

   The Clerk and Deputy Clerk had had a meeting with a representative from the architect and he would be providing a report which would be presented to Finance & Audit at the next meeting.

b. To receive further information from the Clerk regarding the provision of CCTV

   The Clerk reported that no progress was being made with NCC and tabled a further quotation for the works to provide CCTV at Central Park. Following discussion it was

   Resolved: that the Clerk obtain the quotation as requested for the post and electric supply and present to the next Finance & Audit meeting.

2. Full Council

   None.

FA/18/09 **Date & Time of Next Meeting**

Wednesday 4th April 2018 – 6.30pm TBC

Signed: ……………………………….

Dated: ………………………………….