



FINANCE & AUDIT COMMITTEE

Town Hall
Sherwood Drive
New Ollerton
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 13th March 2019 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey (Chair), R Allwood, D Cumberlidge (ex-officio), 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 C Ford who was at work, M Pringle and L Shilling for personal reasons

Declarations of Members Interests: None.

Declarations of any intentions to record the meeting: None.

FA/19/06 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 30th January 2019

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

FA/19/07 Human Resources

1. To receive any updates on amenity staffing.

The Clerk informed members that the member of the Amenity Team who had been on long sick had now returned to work, another member of the team had recently been signed off on long term sick leave, one member of the team was undergoing medical tests and a further member was currently working on lighter duties.

2. To approve amenity staffing levels for Summer 2019 and agree any recruitment process.

The Clerk reported that having discussed staffing levels with the Amenity Foreman they would like to recommend that following a formal recruitment process a seasonal worker be set on for 9 months with a further 3 months being available should the need arise due to sickness or holiday cover. The 2019/20 budget had been agreed including funding for an additional worker for 12 months. It was agreed that previous employees could apply for the position.

Following discussion it was proposed that the Clerk place an advert for a seasonal worker on a 9 month contract as soon as possible, and that a formal recruitment process would take place. The Clerk requested that a member sit on the recruitment panel and it was proposed that Cllr T Spratley be approached to carry out this role.

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

The Amenity Foreman reported that more litter was being collected from Central Park.

4. To receive any updates from the Clerk regarding payroll procedures.

The Clerk informed members that processes were set up to carry out the payroll procedure in-house. The Clerk had recently spoken with the current payroll provider who had confirmed that the procedure could be carried out for less than half of the previous year's costs and within the Council budget for the 2019/20 financial year. The Clerk reported that she felt it was more practical to continue with the outside provider.

Following discussion it was proposed that the payroll process continue as is with an annual review of the costings.

Proposed:	Cllr D Batey	Seconded:	Cllr B Wells
Decision:	Nem-Con		

FA/19/08 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Month 10 and 11 of 2018/19.

The bank reconciliation and bank statements for Month 11 were tabled, inspected and signed by the Chairman as being concurrent. Month 10 had been inspected and signed at a previous meeting.

2. To receive an interim Schedule of Accounts

The Clerk tabled a revised interim Schedule of Accounts which was duly approved and signed.

3. To receive a verbal financial report from the Town Clerk

The Clerk reported that the financial package had been updated with new software. The Clerk tabled a spreadsheet showing the precept drawdown figures for the current year and also tabled the balance sheet as at 28th February 2019.

4. To review current HR and Health and Safety Advice Services

The Clerk reported that she had received a proposal from the HR and H&S advisors regarding the renewal of the councils contract. Early renewal had no impact on current costs but provided access to the E-Learning Centre free of charge for the first year. This would give access to in-house training for the staff and councillors along with data regarding sickness and holiday information to staff members home, reminders and information when deadlines are due for H&S requirements are also part of the electronic package.

Following discussion it was proposed that the Council accept the early renewal contract.

Proposed:	Cllr D Batey	Seconded:	Cllr R Allwood
Decision:	Nem-Con		

FA/19/09 Correspondence

None.

FA/19/10 Date & Time of Next Meeting - Wednesday 24th April 2019 at 6.30pm

Meeting closed at 19.01