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 14th June 2017 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton.

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

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

Mr J Owen – OBTC Amenity Foreman

Apologies and reasons for absence: Cllr C Ford and R Shilling for business reasons and M Pringle for personal reasons.

Declarations of Members Interests: Item FA/17/17 5 K Wakefield, J Fletcher and J Owen

Declarations of any intentions to record the meeting: None

FA/17/13 To elect the Chairman of the Finance & Audit Committee for 2017/18

Cllr Derek Batey, being the only person nominated was elected as Chairman of the Finance & Audit Committee for 2017/18 by Nem-Con (Nemine-Contradicente).

Nominated: Cllr L Shilling Seconded: Cllr B Wells
Vote: Nemine-Contradicente

FA/17/14 To elect the Vice Chairman of the Finance & Audit Committee for 2017/18

Cllr Robert Murray, being the only person nominated was elected as Vice-Chairman of the Finance & Audit Committee for 2017/18 by Nem-Con (Nemine-Contradicente).

Nominated: Cllr D Batey Seconded: Cllr L Shilling
Vote: Nemine-Contradicente

FA/17/15 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 3rd May 2017

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

FA/17/16 Human Resources

1. To receive any updates on amenity staffing.

   The Clerk reported that the temporary Town Hall cleaner is now working additional hours as previously agreed as a member of the Amenity Team carrying out litter picking duties.

Signed: ………………………………….

Dated: …………………………………….

2. To receive an update on Town Hall staffing arrangements.

   The Town Hall cleaner is still on sick leave, a welfare meeting will be taking place on Friday and the Clerk will inform the Chair of Finance & Audit of the outcome.

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

   The Amenity Foreman reported that the team were currently stretched to the limit. One member of the team is off sick and with all the additional contracts taken on there is not enough manpower. The Foreman suggested that a permanent worker be placed in the cemetery in the future. Two men are required 2 days a week to water the hanging baskets (one man being the banksman).

   The Probation Service team are already assisting as and when they are able to. The Clerk confirmed that NSDC are responsible for the litter picking on adopted land on SEV.

   An additional worker would alleviate the situation and the relief cleaner could be utilised further. The Clerk confirmed that there was money available in the budget for additional hours.

   Following further discussion it was:

   Resolved: that the Clerk increase the relief cleaner's hours to accommodate additional time working with the Amenity team.

   The Amenity Foreman requested that the members consider an after-hours call-out rota.

   Following discussion it was

   Resolved: that this item be placed on the agenda for the next meeting. The Foreman was instructed to confirm which members of the Amenity Team would be willing to carry out this additional role.

FA/17/17 Finance & Audit

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

   The Clerk tabled the bank reconciliation and bank statements held by the Council for Month 1 of 2017/18 which were duly approved and signed by the Chair.

2. To receive information regarding Sherwood Forest Crematorium.

   The Clerk tabled information from Sherwood Forest Crematorium showing number of burnings and payment made to the Town Council in respect of the agreement between the two parties.

3. To receive a brief update on long term investments.

   The Clerk confirmed that, as instructed at an earlier meeting, £100,000 had been invested in the public sector fund with the CCLA.

4. To agree actions regarding a future review of earmarked reserves.

   The Chair reported that following the recent audit it had been noted that the Council currently have a large amount of monies in earmarked reserves put aside for a compulsory purchase. The Chair suggested that a working party be formed to further discuss this and report back to Finance and Audit at a future meeting with any proposals for alternative use of these monies.

Signed: ………………………………….

Dated: …………………………………….

The working party members were confirmed as:

Cllrs D Batey, R Murray and B Wells

Resolved: The Clerk was instructed to arrange a meeting towards the end of July.

5. To undertake a review of staff wages in light of the previous Living Wage increases

   The Clerk tabled a spreadsheet showing the wages analysis.

   Due to its confidential nature this item was adjourned to the end of the meeting.

6. To receive any urgent referrals from Special Projects or Council approved by the Chairman

   a) Update on Central Park Development

      The Clerk reported that the electrical works had been carried out and the contractor was now on site carrying out the installation. An invoice had been received from the contractor for an interim payment for materials of £50,000, which is in addition to the deposit already paid.

      Following discussion it was agreed by Nem-Con decision and

      Resolved: that the Clerk be instructed to process payment for the interim invoice.

   b) Update on Ollerton Car Park

      The Clerk reported that having been in contact with various bodies she was in receipt of proposed costs for the feasibility study. It was confirmed that NSDC had agreed to pay half of the costs.

      The Chair outlined the background to the requirement for the study and confirmed that both Planning and Highways had no issues with the proposed development of the car park.

      The Clerk reported that no costs had been received from NCC Highways as yet, a local contractor had provided their costs to change the ingress and egress of the car park.

      Following discussion it was

      Resolved: that the Clerk obtain further information to present to the next Full Council meeting.

FA/17/18 Date & Time of Next Meeting

Wednesday 9th August 2017 – 6.30pm

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

Signed: …………………………………

Dated: ……………………………………