



FINANCE & AUDIT COMMITTEE

Town Hall
Sherwood Drive
New Ollerton
NEWARK
Notts
NG22 9PP
Tel: 01623 860811
Email: office@ollerton-tc.gov.uk

Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 7th November 2018 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey (Chair), D Cumberlidge (ex-officio), C Ford, R Murray, M Pringle and L Shilling

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Mr J Owen – Amenity Foreman

Cllr J Spry

Apologies and reasons for absence: Cllrs R Allwood due to work and B Wells who was at a meeting.

Declarations of Members Interests: None.

Declarations of any intentions to record the meeting: None.

FA/18/33 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 26th September 2018

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

FA/18/34 Human Resources

1. To appoint a Staffing Sub-Committee

The Clerk outlined the reasons for appointing a staffing sub-committee.

Following discussion it was agreed by **Nem-Con decision** that a committee be set up consisting of the following members:

Cllrs D Cumberlidge, R Murray and T Spratley. Cllrs D Batey and C Ford to be called on as reserves in the first instance. All remaining Councillors to be contacted as reserve should the need arise.

2. To receive any updates on amenity staffing

The Clerk reported that there was currently one member of the Amenity Team off work long term sick and another was due to have an operation which would result in 8-10 weeks of absence.

The Clerk also reported that the Public Toilet Cleaner had tendered her resignation. The Town Hall Cleaner/Caretaker had confirmed that he would be able to carry out the additional duties up to Christmas.

Following discussion it was agreed by **Nem-Con decision** that the seasonal worker and the Town Hall Cleaner/Caretaker's contracts be extended until Christmas.

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

The Amenity Foreman reiterated that as the seasonal contracts were extended last year the team were still 2 men down. He received confirmation that, with the probability of certain jobs being left due to lack of staff, there would be no issues raised by the members.

FA/18/35

Finance & Audit

1. To agree and sign the bank reconciliation and bank statements for Month 6 of 2018/19.

The bank reconciliation and bank statements for Month 6 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive a half yearly financial report

Members noted details of the half yearly report.

3. To receive any updates regarding payroll processing

The Clerk informed members that she had recently sent a further letter to the Amenity Team members following the correct procedure and giving a cut-off date for any responses as 30th November 2018.

4. To receive a report from the Clerk following the insurance inspection of the Town Hall lift

The Clerk reported on the inspection for the Council's insurers and following discussion it was agreed by **Nem-Con decision** that the Clerk obtain quotations for the works required.

FA/18/36

To receive any recommendations from:

1. Special Projects

- a. To receive any updates regarding new and existing play/sports equipment

The Clerk reported that she had received quotations from 2 companies regarding the supply of litter bins.

Following discussion the Clerk was instructed to check the number required prior to placing an order for post mounted bins. The Clerk reported that a number of bins would shortly be supplied by the District Council.

On behalf of the Chair of Special Projects the Clerk the supply and installation of wavy benches (as at Central Park) was being looked into.

2. Full Council

None.

FA/18/37

Date & Time of Next Meeting

Wednesday 19th December 2018 – 6.30pm

The meeting concluded at 7.10pm.