



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 13th November 2019 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton

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

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: Cllrs D Cumberlidge who was attending another meeting

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/19/42 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 25th September 2019

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

FA/19/43 Human Resources

1. To review the Performance Management Process

The remit of the working party is to review the PMP and any other relevant procedures that are carried out by both the Town Hall Staff and the Amenity Team. The WP will also look at the process of appraisals for all staff.

Staff members were to be informed of the process prior to it being carried out.

Following discussion it was

Resolved: that the Personnel Working Party comprise of Cllrs D Cumberlidge, L Shilling and B Wells and that at least 2 of the 3 be present when a meeting of the Working Party is called.

2. To note the examination of TOIL records

Noted. It was requested by the Chair and Vice Chair that all TOIL sheets be amended to the same format and that the annual leave entitlement for each member of the Town Hall staff be shown on the sheets

3. To receive updates and review amenity staffing levels

The Clerk reported that following on from the previous meeting the Cemetery Working Party wished to bring a recommendation to the Finance and Audit Committee.

Cllr B Wells reported that the member of the team who is currently working in the Cemetery is worthy of the Town Councils congratulations for the standard that the Cemetery is now being kept in and also for his first class attitude to his work.

Cllr Wells on behalf of the Cemetery WP recommended that a full time position be offered to the seasonal worker.

The Clerk reported that the member of the Amenity Team who had been off long term sick had just had an operation and may be off work for a longer period of time than previously expected.

Following discussion it was

Resolved: that the seasonal worker be offered, with immediate effect, a permanent full time role as a member of the Amenity Team with his principle place of work being the Cemetery.

Proposed: Cllr B Wells
Decision: Nem-Con

Seconded: Cllr M Pringle

The Amenity Foreman thanked members for their consideration and decision regarding the seasonal worker.

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

Nothing to report.

FA/19/44

Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Months 6 and 7 of 2019/20

The bank reconciliation and bank statements for Months 6 and 7 were tabled, inspected and signed by the Chairman as being concurrent

2. To receive a half yearly income and expenditure report

Noted.

3. To conduct a half yearly financial review

All members agreed that the half yearly budget was acceptable and no changes were required.

4. To review arrangements for budget setting 2020/2021

The Clerk informed members of the proposed dates regarding budget setting:

7th January 2020 at 4.30pm

Meeting with the Chair, Vice Chair, Clerk and Deputy Clerk to carry out an informal review.

13th January 2020 at 6.00pm

An informal discussion with no agenda to which all members are invited to attend.

22nd January 2020 at 6.00pm

A Special Finance and Audit meeting to which all Councillors are summoned to formally agree the Precept figure which will not change after this date. The figure will then be sent to the District Council for consideration.

19th February 2020 at 7.30pm

The ratification of the budget figures will take place at the Full Council meeting, no changes will have been made since the decision made on 22nd January meeting.

The Clerk will circulate details of the above meetings to all members.

5. To receive a report from the Clerk regarding current IT provision and future requirements

The Clerk reported that 2 out of the 3 desktop computers and the laptop used by staff in the Town Hall were in need of upgrading.

Following discussion it was

Resolved: that members agreed in principle for the relevant IT equipment to be upgraded.

The Clerk reported on the quotation received for the provision of back up of the computer system along with a further quotation for the provision of back for all Council email accounts.

Following discussion it was

Resolved: that the quotation be accepted and the Clerk contact the IT contractor.

6. To receive a funding application from Lifespring for the 2019 Christmas Hamper Appeal

The Clerk informed members that the Town Mayor had agreed to support the Appeal in the sum of £50.

Following discussion it was agreed that

Resolved: that the sum of £500.00 be given to the Lifespring Christmas Hamper Appeal for 2019 from the Grant Funding Budget.

Proposed: Cllr D Batey
Decision: Nem-Con

Seconded: Cllr M Pringle

7. To receive a quotation for urgent tree works at Ollerton Cemetery

Cllr M Pringle reported that he had met with members of the public following their concerns regarding the trees on the Cemetery drive and the issue of leaves on their properties. Cllr Pringle reported that the members of the public were aware that the Town Council were looking into these issues.

Cllr B Wells reported that the Cemetery WP had looked at these issues recently and all had agreed that it was only fair that the Town Council do something to alleviate the issue regarding the leaves.

The Clerk had received 3 quotations for different works to just the one side of the drive that affected the residents properties.

Following discussion it was

Resolved: that the Clerk contact the Contractor and arrange for the pollarding of the trees to take place during February 2020 as recommended by the Contractor.

Proposed: Cllr D Batey
Decision: Nem-Con

Seconded: Cllr M Pringle

FA/19/45 Correspondence

None.

FA/19/46 Date & Time of Next Meeting

Wednesday 18th December 2019 at 6.30pm