



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 18th December 2019 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton

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

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Mr J Owen – Amenity Foreman

Apologies and reasons for absence: Cllrs D Cumberlidge and L Shilling for personal reasons

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/19/47 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 13th November 2019

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

FA/19/48 Human Resources

1. To confirm Christmas & New Year opening times.

The Clerk outlined the reasons behind her recent email to members regarding the opening times during the festive period. The District Council will be closing their offices at 12.00 noon on Christmas Eve and all members were happy for OBTC to follow suit.

Following discussion it was proposed that the staff finish at 12.00 noon on Friday 27th December.

Proposed: Cllr M Pringle
Decision: Nem-Con

Seconded: Cllr B Wells

2. To receive an update regarding staff training.

The Clerk informed members that the Town Council's Health and Safety Advisors had sent a list of their available e-learning training courses which are currently free of charge. The Amenity Team and office staff are to undertake the relevant courses during the coming months. The Clerk proposed that a second laptop be purchased to enable 2 members of staff to undertake different courses at the same time. The Clerk informed members that the funds were available for this additional purchase.

Following discussion it was agreed by **Nem-Con decision** that a second laptop be purchased.

3. To receive any updates regarding amenity work.

The Clerk reported that the member of the Amenity Team who had been off long term sick following an operation was now back at work on a phased return basis. He is being closely monitored by the Clerk and the Amenity Foreman.

A further member of the team is also awaiting a possible operation.

The Chair requested that a report on sickness/absence for the past year be produced to see how this has been managed overall.

The Chair informed members that all staff need to be commended on how they have dealt with sickness and absence throughout the year.

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

The Amenity Foreman reported that there was nothing further to report.

FA/19/49

Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Month 8 of 2019/20

The bank reconciliation and bank statements for Month 8 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive an interim schedule of accounts

The Clerk tabled a revised interim schedule of accounts which was duly approved and signed.

Invoices were presented for inspection.

3. To confirm arrangements for budget setting 2020/2021

The Clerk reminded members of the scheduled meetings for budget discussion and setting:

7 th January 2020 at 4.30pm	Meeting with the Chair, Vice Chair, Clerk and Deputy Clerk to carry out an informal review.
13 th January 2020 at 6.00pm	An informal discussion with no agenda to which all members are invited to attend.
22 nd 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.
19 th 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 22 nd January meeting.

4. To consider the purchase of a laptop for training purposes

Discussed earlier in the meeting.

5. To receive a letter from Lifespring regarding the 2019 Christmas Hamper Appeal

Noted. The Clerk informed members that she had visited the Lifespring Centre with Cllr R Shilling whilst they were putting together the Christmas hampers. A report had also been received from the Church regarding the appeal.

FA/19/50

Correspondence

None.

FA/19/51

Date & Time of Next Meeting

Special Budget Meeting – Wednesday 22nd January 2020 at 6.00pm

Meeting closed at 7.00pm