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Clerk: Karen Wakefield

FINANCE & AUDIT COMMITTEE

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 19th December 2018 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton

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

Mrs K Wakefield – Clerk Mrs J Fletcher – Deputy Clerk

Mr J Owen – Amenity Foreman

Apologies and reasons for absence: Cllrs R Allwood and C Ford due to work.

Declarations of Members Interests: None.

Declarations of any intentions to record the meeting: None.

FA/18/38 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 7th November 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/18/39 Human Resources

1. To receive any updates on amenity staffing

   The Clerk reported that the seasonal works and the Caretaker/Cleaner's litter picking contract were due to finish this week.

   There was currently one member of the Amenity Team off work long term following an operation. The Clerk requested that should the team member not return to work after 8 weeks the Caretaker/Cleaner would be available to assist the Amenity Team.

   The Clerk will keep members informed.

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

   The Amenity Foreman reported that there was one issue on Central Park with the inclusive roundabout. The area underneath and also surrounding it was full of water and very soggy. The Clerk reported that there were still some monies unpaid to the contractor for the works on Whitewater Road Play Area.

3. To receive a draft Casual Vacancy Form

   The Clerk informed members that the form does address some of the issues that may arise after co-option.

Signed: ………………………………….

Dated: …………………………………….

Following discussion it was agreed by **Nem-Con decision** that the Town Council would adopt the Casual Vacancy Form.

4. To agree that new NJC scales and rates of pay will be implemented in April 2019.

   The Clerk reported on the new scales received from the NJC which had received a complete overhaul of the scale points. The lowest rate was in excess of the voluntary Living Wage.

   Following discussion it was agreed by **Nem-Con decision** that the Town Council would adopt the new NJC scales and rates of pay from 1st April 2019.

5. To note receipt of TOIL records for checking by the Chairman and Vice Chairman

   Noted.

FA/18/40 Finance & Audit

1. To agree and sign the bank reconciliation and bank statements for Months 7 and 8 of 2018/19.

   The bank reconciliation and bank statements for Months 7 and 8 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive a Schedule of Accounts for Payment

   The Clerk tabled an amended Schedule of Account, which was duly approved and signed.

3. To receive information about the 2019/20 Budget Setting Procedure

   The Clerk and Deputy were currently working on the figures. A schedule of the forthcoming meetings was given:

   7/1/19 – Chair, Vice-Chair, Clerk and Deputy at 4.00pm
   14/1/19 – Informal chat – all members at 6.00pm
   30/1/19 – Special Finance and Audit meeting – all members at 6.00pm
   1/2/19 – NSDC to be informed of the figures.

   The Clerk will circulate dates to all members.

4. To receive a brief update from the Clerk regarding a review of the Street Sweeping Contract

   The Clerk reported that herself, the Deputy Clerk and the Chair of the Town Council had recently met with NSDC Officers and the costings for one operative was put to them.

   The Officers informed the meeting that due to their budget restraints they would only be able to increase the current contract figure by 2%. They informed the Clerk that if they were able to assist with the greater buying power for litter picking supplies they would do so.

   Following discussion it was agreed by **Nem-Con decision** that Cllr B Wells would speak with NSDC Finance Director.

5. To agree actions following the maturity of a Term Deposit

   Following discussion it was agreed by **Nem-Con decision** that the monies be reinvested and it was

Signed: ………………………………….

Dated: …………………………………….

Resolved: that the Clerk be instructed to carry this out.

6. To agree a review of Earmarked Reserves

   Following discussion it was agreed by **Nem-Con decision** that a future review of the Earmarked Reserves would be carried out.

7. To receive any updates regarding payroll processing

   The Clerk reported that following consultation with the Amenity Team there had been no objections to becoming monthly paid and this would be implemented from 1st April 2019.

8. To receive information from the Clerk regarding land at Kingsway Close

   The Clerk reported that following a letter from a Housing Authority, regarding an issue with vermin on their tenants land, the Clerk, Amenity Foreman and Deputy Amenity Foreman had carried out a site visit. Access to the area of land that is under the responsibility of OBTC had been blocked off by two other householders.

   The Clerk had taken legal advice from the local solicitor who has sent a letter to the owners.

   Cllrs Murray and Batey are also to attend any further meetings.

FA/18/41 To receive any recommendations from:

1. Special Projects

   None.

2. Full Council

   None.

FA/18/42 **Correspondence**

1. From Gleeson Homes Re: Surface water drainage at the proposed Petersmith Development

   The Clerk informed members that the District Council do not wish to take on the responsibility for the surface water drainage.

   Following discussion it was agreed by **Nem-Con decision** that the Town Council decision would be in-line with that of the District Council and it was

   Resolved: that the Clerk be instructed to send a letter informing Gleeson Homes that the OBTC do not wish to adopt the wetland ponds.

2. From Ollerton PCC regarding maintenance of St Matthew's Churchyard

   Noted.

FA/18/43 **Date & Time of Next Meeting**

Wednesday 30th January 2019 – 6.30pm

The meeting concluded at 19.08pm.

Signed: ………………………………….

Dated: …………………………………….