# 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 24th April 2019 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton**

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

Mrs K Wakefield – Clerk
Mrs J Fletcher – Deputy Clerk

Mr J Owen – Amenity Foreman

**Apologies and reasons for absence**: Cllr M Pringle who was at work

**Declarations of Members Interests:** Item 19/13.3 – Cllr R Murray for personal reasons.

**Declarations of any intentions to record the meeting**: None.

**FA/19/11 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 13th March January 2019**

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

**FA/19/12 Human Resources**

1. To receive any updates on amenity staffing.

   The Clerk informed members that the seasonal worker had commenced his employment on the 23rd April and he was currently working in the cemetery.

   One member of the Amenity team was still on long term sick leave and another had recently had an accident at work as was due to be off work for a further 2 weeks.

   The Clerk informed members that there were currently 3 members of the Amenity Team at work including the Foreman plus the seasonal worker.

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

   The Amenity Foreman reported that the replacement fittings for the swings on both the Whitewater play area and Central park had been received. These items were made of plastic and were not lasting very long after being installed, the cost to replace each one was £6. The Foreman informed members that he had received no training to fit the parts and also asked if there was a more durable replacement as they would not be cost effective. The Clerk was instructed to contact the supplier to obtain further information.

   The Foreman requested that he be supplied with the relevant product to repair the potholes in the cemetery and around Central Park.



Signed: ………………………………….

Dated: …………………………………….

The Foreman informed members that due to staffing issues the grass cutting would only be carried out on areas that the Council are paid for. Other areas would be cut when possible according to our contractual obligations..

**FA/19/13 Finance & Audit:**

1. To agree and sign the bank reconciliation and bank statements for Month 12 of 2018/19.

   The bank reconciliation and bank statements for Month 12 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive the lift examination report from Zurich.

   The Clerk tabled the lift examination report carried out recently by the Council's insurers. Following discussion the Clerk was instructed to obtain costings for the works required and present at the next Full Council meeting.

3. To consider a Grant funding Application from the St Georges Festival

   Following discussion it was

   **Resolved:** that the sum of £600.00 be given to the St George's Festival from the Grant Funding Budget and that the Clerk make the donation prior to the event.

   **Proposed:** Cllr B Wells **Seconded:** Cllr L Shilling
   **Decision:** Nem-Con

4. To receive information regarding the General Power of Competence

   The Clerk outlined the legislation relating to the GPC and what it would mean to the Council. The decision to adopt the GPC can only be undertaken once a year and the Clerk requested that members make themselves familiar with the information prior to the Annual Council meeting when it will be item on the agenda for discussion. Council can choose not to use the GPC but it would be there as a safeguard should the need arise if S137 regulations did not apply at the time.

**FA/19/14 To conduct an annual review of the Council's Standing Orders, Financial Regulations and other policies**

The Clerk reminded members that policies have to be reviewed each year and outlined the changes to the Standing Orders.

| DOCUMENT | PREVIOUSLY ADOPTED/REVIEWED |
|---|---|
| STANDING ORDERS | 21/02/18 |
| RISK ASSESSMENT POLICY | 21/02/18 |
| FINANCIAL REGULATIONS | 21/02/18 |
| INVESTMENT OF FUNDS POLICY | 21/02/18 |
| INTERNAL CONTROLS POLICY | 21/02/18 |
| COMPASSIONATE LEAVE POLICY | 21/02/18 |
| SCHEDULE OF DELEGATION/COMMITTEE STRUCTURE | 21/02/18 |
| COMPLAINTS PROCEDURE | 21/02/18 |
| PUBLICATION SCHEME | 21/02/18 |



Signed: ………………………………….

Dated: …………………………………….

Following discussion it was proposed that the policies be adopted.

**Proposed:** Cllr B Wells **Seconded:** Cllr R Murray
**Decision:** Nem-Con

**FA/19/15 To consider the adoption of the following procedures and policies**

The Clerk outlined each of the proposed policy documents and the reasons for its requirement by the Council.

HABITUAL & VEXATIOUS COMPLAINTS
LONE WORKING POLICY
RECORDING OF MEETINGS
RETENTION OF DOCUMENTS POLICY
SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS POLICY

Following discussion it was agreed by **Nem-Con decision** that the policies be adopted.

**FA/19/16 To receive a Schedule of Meetings for 2019/20**

The Clerk tabled the draft Schedule of Meetings for 2019/20. Following discussion the schedule was accepted.

**FA/19/17 Correspondence**

None.

**FA/19/18 Date & Time of Next Meeting -** Wednesday 5th June 2019 at 6.30pm

**Meeting closed at 19.07**





Signed: …………………………………

Dated: ……………………………………