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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 5th June 2019 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey (Chair), R Allwood, D Cumberlidge, 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: None.

Declarations of Members Interests: None.

Declarations of any intentions to record the meeting: None.

FA/19/19 To elect the Chairman of the Finance & Audit Committee for 2019/20

Cllr Derek Batey, being the only person nominated was elected as Chair of the Finance and Audit Committee for 2019/20 by Nem-Con (Nemine-Contradicente).

Nominated: Cllr B Wells Seconded: Cllr M Pringle
Vote: Nem-Con

FA/19/20 To elect the Vice Chairman of the Finance & Audit Committee for 2019/20

Cllr Linda Shilling, being the only person nominated was elected as Vice Chair of the Finance and Audit Committee for 2019/20 by Nem-Con (Nemine-Contradicente).

Nominated: Cllr M Pringle Seconded: Cllr B Wells
Vote: Nem-Con

FA/19/21 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 24th April 2019

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

FA/19/22 Human Resources

1. To receive any updates on amenity staffing.

   The Clerk informed members that the staff member who was on long term sick leave had now been off for 3 months and she would be inviting him to a Welfare meeting in the next couple of weeks.

   The Clerk informed members that a new staffing committee was required to be set up.

   The Clerk reported that the Amenity Team are doing their best whilst being short-handed

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Dated: …………………………………….

and that the public have been very understanding. The team are prioritising areas to be cut and only cutting 5 times a year per the Service Level Agreement with NCC who only cut for health & safety reasons and not for cosmetic appearances. The town council are not responsible for weed killing, bushes and trees.

The Clerk reported that she had had a meeting with the newly formed Waste Wombles group and offered them assistance with regards to information on insurance, machinery, health and safety and working on the highway. The District Council had also had a meeting with them. Unfortunately they had not heeded some of the information given to them and been cutting grass in areas that were the responsibility of other bodies causing issues and also putting the Town Council in a bad light.

The Clerk informed members that she had used her discretion and provided the Waste Wombles with 2 new, sturdy litter pickers.

2. To review payment for cover for the Foreman's absence

The Chair informed members that it had been previously agreed that an additional payment of £25 would be paid to the Deputy Foreman when the Foreman was absent for a full week. The Deputy Foreman had requested payment for additional days.

Following discussion it was:

Resolved: by **Nem-Con decision** that the no additional payments would be made to the Deputy Foreman other than under the £25 under the existing agreement.

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

The Amenity Foreman reported that the trench on Central Park that had been dug for the electricity supply had sunk between 25 to 40mm in places. He had previously reported this to the Town Hall.

The Amenity Foreman also reported that there was still no notices on the play areas.

Following discussion it was agreed by **Nem-Con decision** that a working party/task and finish group be set up to review the procedure of reporting processes.

The Amenity Foreman also wished that the Councillors be made aware that over the past few years the workforce has dropped by 25% but that a considerable amount of additional work had been taken on.

The Foreman also confirmed that members of the public are regularly putting used dog waste bags into the ordinary litter bins.

FA/19/23 Finance & Audit:

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

The bank reconciliation and bank statements for Month 1 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive quotations for essential passenger lift work

The Clerk reported that the annual insurance inspection of the lift had flagged up several items of work that are required as a matter of urgency. The main concern was the pressure gauge and a quotation had been received for these works in the sum of £1,219.

Following discussion it was proposed that these works be carried out as soon as possible.

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Proposed: Cllr D Batey **Seconded:** Cllr B Wells
Decision: Nem-Con

3. To receive a quotation for works at public toilets

The Clerk tabled the quotation she had recently received from the company who had replaced the wooden doors at the public toilets previously. The quotation was for £999 + VAT for both doors.

The Clerk reported that the sum of £100 had been received via the Restorative Justice scheme from the young man who had admitted being responsible for the vandalism to the gents toilet door.

Following discussion it was proposed that the external toilet doors be replaced with reinforced steel fronted doors as per the quotation.

Proposed: Cllr D Batey **Seconded:** Cllr D Cumberlidge
Decision: Nem-Con

The Clerk informed members that she had received a quotation from the Council electrician regarding the replacement of the lights in the public toilets.

Following discussion it was proposed that all 12 lights are replaced at a cost of £614.

Proposed: Cllr M Pringle **Seconded:** Cllr D Batey
Decision: Nem-Con

4. To further review earmarked reserves following the year end close down

Following discussion it was agreed by **Nem-Con decision** that the ear-marked reserves are accepted as they are with no changes.

5. To consider and adopt a Co-option of Members Policy

The Clerk informed members that after consultation with the SLCC, NALC and other colleagues that a standardised and more streamlined policy was required for the co-option of new members.

Following discussion it was proposed that the draft policy be recommended to Full Council for adoption.

Proposed: Cllr B Wells **Seconded:** Cllr M Pringle
Decision: Nem-Con

FA/19/24 Correspondence

None.

FA/19/25 Date & Time of Next Meeting - Wednesday 10th July 2019 at 6.30pm

Meeting closed at 19.26

Signed: ………………………………….

Dated: …………………………………….