



FINANCE & AUDIT COMMITTEE

Town Hall
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New Ollerton
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 14th August 2019 in the Council Chamber of the Town Hall, Sherwood Drive, New Ollerton

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

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: Cllrs D Cumberlidge and M Pringle for personal reasons.

FA/19/31 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 10th July 2019

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

FA/19/32 Human Resources

1. To consider a supplement for staff cover for sickness and holiday absence

Further to the previous meeting the Clerk informed members that the Deputy Foreman was paid a supplement for each full week and not for any odd days cover.

The Chair informed members that the Council should be transparent and equal and following discussion it was agreed that payment made to the Deputy Clerk should be on a pro-rata basis in line with the Clerk's pay. The Clerk was instructed to look at the figures and report back to members.

Following further discussion members granted the Clerk permission to use her discretion with regard to any additional hours that the Admin Assistant was required to work.

2. To approve the Clerk's attendance at the SLCC National Conference

The Clerk informed members that as the National Forum Representative of the SLCC Nottinghamshire Branch, she had been invited to attend the SLCC conference from Tuesday to Thursday. Payment for travel to the event and for one night accommodation would be picked up by the SLCC.

Following discussion it was agreed by Nem-Con decision that the Clerk be granted permission to attend the forum and conference for the 3 days.

Proposed: Cllr D Batey **Seconded:** Cllr L Shilling
Decision: Nem-Con

3. To receive updates regarding amenity staffing

The Clerk reported that the Amenity Foreman is currently on sick leave awaiting a hospital appointment, the member of the Amenity Team who has been on long term sick leave is still absent and will be going on to half pay shortly. Due to annual leave being taken there are currently 2 members of the Amenity Team and the Cemetery worker at work.

Should the Foreman be off long term the Deputy Foreman will be expected to attend the meeting and give a report.

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

Nothing reported due to sick leave.

FA/19/33

Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Months 3 and 4 2019/20

The bank reconciliation and bank statements for Months 3 and 4 were tabled, inspected and signed by the Chairman as being concurrent

2. To receive and discuss the income and expenditure report for the 1st quarter of 2019/2020

The Clerk tabled the report for the 1st quarter of 2019/2020, no queries or anomalies were reported.

3. To receive an update of S106 monies available

The Clerk reported that she had not yet received the information from the relevant NSDC officer.

4. To receive an update on PWLB loans

Item discussed at the previous meeting. Nothing further to report.

5. To receive an update on passenger lift work

The Clerk reported that she had chased the lift engineering and is awaiting the completion of the works.

6. To receive an update on works at public toilets

The Clerk reported that completion of previous works to the public toilets had been completed, the new lighting was due to be carried out on the 15th August 2019 along with final works and inspection due in order for a fixed wiring certificate to be awarded for the toilets.

7. To approve an interim schedule of accounts

The Clerk tabled an interim schedule of accounts which was approved and duly signed for payment.

FA/19/34 Policy

1. To consider compulsory DBS checks for the Town Councillors

The Clerk reported that as Town Councillors were not in regular regulated activity with small children and vulnerable adults they did not require to be DBS checked. The Clerk had confirmed this with the relevant officer from the County Council.

FA/19/35 Correspondence

None.

FA/19/36 Date & Time of Next Meeting

Wednesday 25th September 2019 at 6.30pm

The meeting closed at 19.12pm

DRAFT