



FINANCE & AUDIT COMMITTEE

Town Hall
Sherwood Drive
New Ollerton
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.00pm on Wednesday 4th March 2020 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/20/05 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 22nd January 2020

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

FA/20/06 Human Resources

1. To receive any updates from the Clerk regarding staffing and amenity work

The Clerk reported that the member of Town Hall staff who had been on sick leave for the past month had presented a further sick note for another month.

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

The Amenity Foreman asked why the signage had not been erected on the play parks as he had reported the lack of signage 18 months ago, he had been told it had been ordered several months ago.

The Clerk reported that the signage had been ordered and she was under the impression that it had been delivered and fixed on site.

Following discussion the Chair requested it be noted that he was very dissatisfied with the response from the Clerk.

Resolved: The Clerk was instructed to chase the signage as a matter of urgency.

The Clerk reported that following on from concerns raised by a member regarding the Corona virus, information and posters had now been sited in various public areas.

Following discussion members agreed that should any member of staff go off sick due to the virus, that contingency funds would be made available to employ temporary staff.

1. To receive the Parish Council Toolkit and note information from the Clerk

The Clerk informed members that the toolkit had been written in 2009 and as far as was known this was the latest edition. It contained some useful information for both Councillor, Officers and Staff of Parish and Town Councils.

The Clerk would check further that this was the latest edition and members would then be supplied with a hard copy.

The Clerk informed members that she had been asked to speak at a Rotary meeting recently and the Clerk's speech had been well received. It had been whilst she was researching for this talk that she had come across the toolkit document.

2. To agree and sign the bank reconciliation and bank statements for Month 10 of 2019/20

The bank reconciliation and bank statements for Month 10 were tabled, inspected and signed by the Chairman as being concurrent.

3. To note arrangements for the 2019/20 Audit

The Clerk had not yet received a letter from the Auditor and will confirm all relevant dates with Councillors as soon as the schedule has been finalised.

4. To receive a letter from Roundabout requesting continued financial support

Councillors confirmed that money had been set aside for the continued financial support for the Roundabout magazine, this was in place of the Town Council producing its own parish magazine. The Clerk was instructed to look into moving the monies to its own cost centre.

5. To receive an update from the Clerk regarding the adoption of BT Phoneboxes

The Clerk tabled information received regarding the cost of refurbishing the red kiosk on the end of Briar Road.

Following discussion the Clerk was instructed to investigate further and present her findings at a future meeting.

The Chair informed members that there was no provision in the budget for these works or ongoing future maintenance.

It was proposed that the Town Council do not take this project onboard.

Proposed: Cllr D Batey **Seconded:** Cllr B Wells
Decision: Agreed – 3 Against – 2 Abstention - 1

The Clerk was instructed to inform other local parishes of the opportunity to purchase redundant kiosks and provide details should they be required.

None.

Wednesday 15th April 2020 at 6.30pm

Meeting closed at 7.15pm