



FINANCE & AUDIT COMMITTEE

Town Hall
Sherwood Drive
New Ollerton
NEWARK
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 7th October 2020 via Zoom

Present: Cllrs D Batey (Chair), R Allwood, D Cumberlidge, L Shilling and B Wells
Cllr R Shilling (Chair of Special Projects)

Mrs K Wakefield – Clerk
Mr P Munday – Admin

Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: Cllrs M Pringle and P Hancock for personal reasons

Declarations of Members Interests: Item FA/20/12.2 - Town Clerk

Declarations of any intentions to record the meeting: None

FA/20/10 To approve the Minutes of the Special Finance & Audit Committee meeting held on Wednesday 4th March 2020

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

FA/20/11 Finance & Audit

1. To agree and sign the bank reconciliation and bank statements for Months 1-6 of 2020/21

The bank reconciliation and bank statements for Months 1-6 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive and discuss a half yearly financial report

The Clerk gave a report on the half yearly financial figures, members noted and accepted the contents of the report.

3. To receive recommendations from the Events Working Party

The Chair of the Events Working Party requested funding to support the Remembrance Service and the Christmas Light switch-on to enable the events to be live streamed due to neither event going ahead in their usual format due to Covid-19 restrictions.

The Clerk confirmed that there were funds available in the budget should members wish to accept this request.

Following discussion it was agreed that funds would be made available but that all decisions regarding the format of the events be left until nearer the time.

4. To review earmarked reserves

Members reviewed the EMR as per the requirements of the Auditors, and agreed that they were sufficient. All EMR's would be reviewed again at the end of the financial year.

Due to the disparity caused by the Civic Year and Financial Year not being concurrent it was proposed and agreed unanimously that the balance of the Mayor's Allowance from the previous financial year would be put into an EMR.

5. To receive information from the Clerk and consider financial implications of future use of the Courtaulds site (*Special Projects members invited for this item*)

The Chair requested that this item be discussed at the end of the meeting under Confidential Matters due to its commercially sensitive nature.

6. To consider arrangements for setting the 2021/22 Budget

The Clerk proposed the following schedule for budget setting meetings:

6 th January 2021	Meeting with Chair/Vice Chair and Town Clerk
13 th January 2021	Informal discussion for all Councillors
20 th January 2021	Special Finance & Audit meeting to which all Councillors will be summoned to attend. This meeting is to agree the precept figure which is to be presented to the District Council by 1 st February 2021

Resolved: -That this schedule be accepted

FA/20/12

Human Resources

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

The Clerk reported that the team were carrying out their duties and that some members of staff had recently been affected by short notice quarantine arrangements being imposed due new Covid-19 restrictions following annual leave. The Clerk would like to discuss this further at a staffing committee meeting which was to follow after the close of this F&A meeting.

2. To note adoption of the 2020 National Pay Award

The Clerk reported that under the Town Council contractual agreements, the recently agreed pay award by the NJC, Unions and Councils had been paid to all members of the staff including any monies backdated.

3. To receive updates regarding vehicles and consider a review of their usage.

The Clerk confirmed that the insurance company had paid out the relevant monies for the vehicle that had been stolen recently. The Clerk also confirmed that vehicles are insured if parked outside staff residences.

The Clerk would like a small working party to be set up to discuss the future usage of vehicles and for the Amenity Foreman, Deputy Foreman, Town Clerk, Deputy Clerk and any Councillors who would like to attend.

Following discussion it was agreed that the following members would be part of vehicle working party:

Cllrs D Batey, L Shilling and B Wells

FA/20/13

Correspondence: None.

FA/20/14

Date & Time of Next Meeting

Wednesday 18th November 2020 at 6.30pm

Meeting closed at 19.30

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

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