



FINANCE & AUDIT COMMITTEE

Town Hall
Sherwood Drive
New Ollerton
NEWARK
Notts
NG22 9PP
Tel: 01623 860811
Email: office@ollerton-tc.gov.uk

Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 18th November 2020 via Zoom

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

Apologies and reasons for absence: None

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/20/15 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 7th October 2020

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

FA/20/16 Finance & Audit

1. To agree and sign the bank reconciliation and bank statements for Month 7 of 2020/21

The bank reconciliation and bank statements for Month 7 were tabled, inspected and signed by the Chairman as being concurrent.

2. To note the conclusion of the 2019/2020 Audit

The Clerk as Responsible Finance Officer reported that PKF Littlejohn, the appointed external auditor had concluded the 2019/20 audit with no recommendations for further action. The official notice was shared on screen for members perusal and it was noted that it is also displayed on the Town Council website as a statutory requirement.

3. To consider a grant funding application from Community Action Response

This item had been withdrawn from the agenda prior to the meeting.

4. To consider a grant funding application from Lifespring Church Hamper Project

Whilst a similar request last year had been previously agreed at a Finance and Audit meeting, it was felt that it needed to be deferred to a separate meeting due to clarification being required regarding provided documents. The Clerk was instructed to set up a meeting as soon as possible.

5. To confirm arrangements for setting the 2021/2022 Budget

The Clerk confirmed the following schedule for budget setting meetings as previously agreed:

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

Noted by all.

FA/20/17 **Ownership and management of land**

The Clerk reported that she was unable to share the agreement with members as there were some further issues with the document. The amended document will be with the Clerk in time for the next Full Council meeting.

FA/20/18 **Human Resources**

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

The Clerk reported that the amenity team were currently two men down due to self-isolation and a further member of the team had received a letter from the NHS to say he would need to shield due to the current lockdown situation. The staff were currently adhering to the regulations and admin staff had assisted with litter picking and cemetery duties..

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

The Clerk reported that due to the current staffing situation a meeting had not yet been arranged. The Clerk requested that the meeting take place during the working day, this would be arranged as soon as possible within the coming weeks.

FA/20/19 **Correspondence:** None.

FA/20/20 **Date & Time of Next Meeting**

Wednesday 20th January 2021 at 6.30pm

Meeting closed at 19.02