



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 Special Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 17th March 2021 via Zoom

Present: Cllrs D Batey (Chair), R Allwood, D Cumberlidge, M Pringle, L Shilling, B Wells

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: None

Resolved: N/A.

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

Cllr L Shilling, as Vice Chair of the Finance & Audit Committee started the meeting in absence of the Chair.

FA/21/05 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 20th January 2021

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

FA/21/06 Finance & Audit

1. To agree and sign the bank reconciliation and bank statements for Months 8-11 of 2020/21

Cllr D Batey, Chair, joined the meeting at this point.

The bank reconciliation and bank statements for Months 8-11 of 2020/21 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive the schedule of accounts for payment

The schedule of accounts, previously circulated was duly approved and signed.

Invoices were available for inspection at the Town Hall Office by appointment or a scanned copy could be requested by email.

3. To consider the reinvestment of the recently matured Term Deposit

The Clerk confirmed to members that interest rates elsewhere were very low and that monies invested in the CCLA were instantly accessible.

Following discussion it was proposed that the sum of £115000 from the recently matured Term Deposit be invested in the CCLA Public Sector Deposit Fund.

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

FA/21/07 To conduct an annual review of the Council's Standing Orders, Financial Regulations and other policies

DOCUMENT

ADOPTED
/REVIEWE

D

STANDING ORDERS	24/04/2019
RISK ASSESSMENT POLICY	24/04/2019
FINANCIAL REGULATIONS	24/04/2019
INVESTMENT OF FUNDS POLICY	24/04/2019
INTERNAL CONTROLS POLICY	24/04/2019
COMPASSIONATE LEAVE POLICY	24/04/2019
SCHEDULE OF DELEGATION/COMMITTEE STRUCTURE	24/04/2019
COMPLAINTS PROCEDURE	24/04/2019
PUBLICATION SCHEME	24/04/2019
COUNCILLOR CODE OF CONDUCT	30/06/2012
HABITUAL & VEXATIOUS COMPLAINTS	24/04/2019
LONE WORKING POLICY	24/04/2019
RECORDING OF MEETINGS	24/04/2019
RETENTION OF DOCUMENTS POLICY	24/04/2019
SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS POLICY	24/04/2019
VIRTUAL MEETING POLICY	08/07/2020

The Clerk suggested that a working party be set up to review the documents twice a year. The Clerk informed members that all policy documentation can be found in the members handbook and most are on the Council website.

Following discussion it was proposed that a core group from Finance & Audit be set up initially to review the Council policies with other members being added as and when required. This initial group to be made up of Cllrs D Cumberlidge, L Shilling and B Wells together with the Town Clerk and Deputy Clerk

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

FA/21/08 To consider the adoption of the following policies

1. Tree & Memorial Bench Policy

Following discussion it was agreed that the Tree and Memorial Bench Policy be taken to the Policy Review Working Party.

FA/21/09 Grant Funding Applications

To consider the following grant funding applications:

1. Dukeries Breakfast Club

Following discussion it was:

Resolved: That the sum of £648 be paid according to the application

2. Sherwood Forest Trust Tree Event

Following discussion the Clerk was instructed to write to the applicant suggesting that they reapply once firm arrangements are possible due to covid restrictions in the new financial year.

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

FA/21/10 Vehicles

To receive an update from the Clerk regarding the purchase of a replacement vehicle

The Clerk reported that the replacement vehicle was now on order and the expected delivery date was October/November 2021.

FA/21/11 Floral Displays

To receive an update from the Clerk regarding floral displays for 2021 and consider any further actions

The Clerk reported that the Deputy Clerk had obtained several quotations for the floral displays and there was a notable increase in costs from previous years. The Clerk also reminded members that due to the loss of the vehicle that was used to carry the water tank other alternatives would need to be looked into.

Following discussion the Town Clerk and Deputy Clerk were instructed to look into other ways of working/watering the hanging baskets to enable the summer floral displays to go ahead as in previous years. The Deputy Clerk would look into the cost of hiring a suitable vehicle and also obtain costs for other outside bodies watering the baskets.

FA/21/12 S106 Monies

To receive information regarding Rufford Oaks green open space and formulate a response.

The Clerk reported that she had received further information regarding the green open space at Rufford Oaks. The Developer had engaged the services of a third party management company to maintain the land but the original S106 agreement could still be enforced as agreed.

Following discussion it was agreed that the Clerk be instructed to write to NSDC to inform them that OBTC are in support of a S106 variation enabling the developer to appoint their own Manco subject to contact details being provided to enable future enquiries to the Town Hall to be redirected.

FA/21/13 Human Resources

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

The Clerk reported that there was currently one member of the team who was shielding and another who was on long term sick leave. Other staff had been utilised to cover some of the duties.

Most of the Town Council staff had received their first vaccine. The Clerk informed members that a Covid-19 testing centre was to be set up in the Forest Road Car Park twice a week. All staff will be given the opportunity to go to be tested.

FA/21/14 Date & Time of Next Meeting

Wednesday 5th May 2021 at 6.30pm subject to confirmation at Full Council on 14th April.