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Clerk: Karen Wakefield

The Minutes of the virtual ordinary meeting of the Full Council held on Wednesday 28th April 2021 at 7.00pm via Zoom

PRESENT: Cllrs D Cumberlidge (Chair), R Allwood, D Batey, R King, J Munroe, R Murray, M Pringle, D Shelton, L Shilling, R Shilling, M Staley, B Wells

Mrs K Wakefield – Clerk Mrs J Fletcher – Deputy Clerk

APOLOGIES: Cllrs P Hancock A Malcolm, J Pearson for personal reasons

Resolved: that these apologies be accepted.

DECLARATIONS OF MEMBERS INTERESTS: None

DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING: None other than for minute taking purposes.

Cllr D Cumberlidge welcomed everyone and the Clerk reminded members of the protocol regarding the procedures to be used during the virtual meeting.

21/32 To approve the Minutes of the ordinary meeting of the Full Council held on Wednesday 3rd March 2021

The Minutes, having previously been circulated, following a manual correction by the Clerk, were signed as a true and correct record.

21/33 To receive any information from the Clerk following actions agreed at the last meeting (*not already covered on the agenda*)

The Clerk reported that following a previous meeting she had carried out research on the Boughton Markhams Charity account as requested. The monies in the account would need to be withdrawn to the Town Council account then the original account could be closed.

There are also some shares held within the CCLA (CLIF) which would require written notice of withdrawal.

The account held by Lloyds Bank has no signatories and the Clerk and Cllr B Wells as Trustees of the Charity can go into the local branch to move the money and then close the account. The Clerk will arrange for this to be carried out.

21/34

To receive a report from the Clerk regarding ongoing management of the following due to Covid-19:

1. Town Hall

The Clerk reported that having checked current legislation only 6 people are able to attend the Town Hall at the same time. The staff continue to work from the Town Hall which will continue to remain closed though members of the public can make an appointment via email or telephone if they wish to attend in person.

Safety measures remain in place within the building.

2. Cemetery

The Clerk informed Councillors that 30 people were allowed to attend a burial and that either the Clerk or the Deputy Clerk were in attendance when any funerals were taking place along with members of the Amenity Team.

A member of the public had complimented the Town Council staff for the way they are supervising the funerals.

3. Public Toilets

The Clerk reported that the public toilets remain closed as they cannot be made COVID secure. They are being checked several times a week to ensure the toilets are being flushed and that there are no leaks.

4. Playparks

The Clerk reported that all play areas continue to remain open subject to waiting for parts for various pieces of equipment.

21/35

To receive written reports from District and County Councillors

None received.

21/36

To suspend Standing Orders to allow for Questions or Statements from Members of the Public

Not applicable as no members of the public present.

21/37

To resume Standing Orders

Not applicable.

21/38

To formally receive any proposals discussed whilst Standing Orders were suspended

Not applicable.

To receive any Questions to Council from Members

Cllr R Murray expressed concern regarding withdrawal of the service for people in need.

Cllr Pringle informed members that the CAR group continues to provide food parcels to anyone in need and any other issues that are brought to their attention are passed on to the relevant bodies that CAR are working with.

The Clerk informed members that the CAR group are looking at a long term provision of this service. Members agreed that the leaders of the group be invited to attend a meeting.

Finance & Audit1. Financial Year ended 31st March 2021

- a) To receive and consider the Internal Auditors written report.

Members had previously received a copy of the written report. Cllr R Shilling commented that it was a very good report and congratulated all concerned.

The Clerk informed members that there were only 2 items noted by the Auditor and they will be addressed going forward. The Clerk confirmed to members that it had been a very thorough audit.

Cllr Pringle thanked the Town Clerk and Deputy Clerk and all involved.

The Chair and Vice Chair of Finance & Audit confirmed that they would be happy to meet with the auditor at the conclusion of the audit next year. The Chair thanked the Town Clerk and Deputy Clerk.

- b) To approve and complete Section 1 of the Annual Return (Annual Governance Statement)

Section 1 of the Annual Return (Annual Governance Statement) was read out point by point and discussed by members. The Return was duly completed and signed by the Chairman.

- c) To receive the Income and Expenditure account and Balance Sheet for the year ended 31st March 2021

Received and noted.

- d) To approve and complete Section 2 of the Annual Return (the Accounting Statements) for the year ended 31st March 2021

Section 2 of the Annual Return (the Accounting Statements) was read out point by point and discussed by members. Section 2 completed and duly signed by the Clerk and countersigned by the Chairman.

2. To receive the schedule of accounts for payment

The Clerk tabled an amended schedule of accounts which 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.

21/41 To note the formation of a Policy Review Working Party

Noted. The Clerk confirmed that this would now be added to the Working Party list.

21/42 Floral Displays

The Deputy Clerk tabled a spreadsheet showing various comparisons for the floral displays for this coming season.

Following discussion it was proposed that the Amenity Team continue with the watering of the hanging baskets and that a hire vehicle be obtained for this purpose.

Proposed: Cllr D Batey
Decision: Unanimous

Seconded: Cllr B Wells

The Clerk put forward a proposal for new benches and floral display containers on the high street and tabled a spreadsheet showing further details. A grant funding application had recently been applied for which could be used for this purpose.

Further discussion to take place should the application be successful.

21/43 Councillor Training

1. To receive a report from members regarding any recent training

Nothing to report.

21/44 To receive any relevant updates regarding visioning priorities

Cllr Cumberlidge reported that the process was under continuous review.

The Clerk reported that a member of the public who was moving out of the area, wanted to pass on their thanks to the Councillors for all they do for the town.

21/45 To receive the draft minutes of the following committees and working parties and note the decisions made thereto:

The following draft minutes were noted:

1. Finance & Audit – 17th March 2021
2. Planning Committee – 23rd March 2021
3. FUBB Committee – 9th March 2021 and 7th April 2021

21/46

Correspondence

1. From a Wellow resident regarding traffic.

Noted.

21/47

Future Meetings

1. To receive an update from the Clerk regarding the latest information for Council meetings

The Clerk reported that information had been received at 4.00pm prior to the meeting this evening.

Up to the 6th May meetings can be held virtually
From the 7th May onwards meetings can only be held in person
From the 21st May no more than 6 people can be in a room

2. To agree the arrangements for:

- i) Annual Meeting of the Town Council – original Wednesday 19th May 2021 at 7.00pm

The Clerk informed members that this meeting could only be held legally on the 5th May as the 4th would not give enough legal time to place an agenda (not able to count Sunday and Monday of the coming week as it is a Bank Holiday). Members could log into the meeting from home or work if necessary.

The Council would be required to elect a Chair. Any other business could be held at a later date.

An item could be placed on the agenda for members to agree to give certain delegated powers to the Clerk.

The Clerk would take further legal advice going forward.

Following discussion it was proposed that the Annual Meeting of the Town Council be held on Wednesday 5th May at 6.30pm.

Proposed: Cllr D Batey
Decision: Unanimous

Seconded: Cllr B Wells

Meeting closed at 20.20