



FINANCE & AUDIT COMMITTEE

Town Hall
Sherwood Drive
New Ollerton
NEWARK
Notts
NG22 9PP
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.30pm on Wednesday 30th March 2022 in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey (Chair), R Allwood, R King, L Shilling, B Wells

Mrs K Wakefield – Clerk/Responsible Finance Officer (RFO)
Mrs J Fletcher – Deputy Clerk via Zoom

Apologies and reasons for absence:

Cllrs D Cumberlidge for personal reasons

Resolved: That these apologies be accepted.

Declarations of Members Interests: None.

Declarations of any intentions to record the meeting: None

FA/22/05 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 19th January 2022

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

FA/22/06 Finance & Audit

1. To receive an interim Schedule of Accounts

The Clerk tabled an amended schedule of accounts, which was duly approved and signed.

2. To agree and sign the bank reconciliation and bank statements for Months 10 & 11 for 2021/2022

The bank reconciliation and bank statements for Months 10 and 11 of 2021/2022 were tabled, inspected and signed by the Chairman as being concurrent.

3. To note arrangements for the completion of financial year end

Year end close down with qualified financial adviser	27/4/2022
Internal Audit by Independent Auditor	5/5/2022
Sign off at Annual Council Meeting	18/5/2022

4. To note arrangements for Annual Audit 2021/22

As above.

5. To receive an interim Balance Sheet for information

The Clerk tabled an interim Balance Sheet up to 30th March 2022 which was noted by all.

6. To pre-approve any movement to earmarked reserves

A Schedule of Earmarked Reserves had been circulated to all members prior to the meeting.

The Clerk in her capacity as Responsible Finance Officer informed members that it was considered prudent by the Auditors to show that monies were being put aside for future works and purchases and it was not advisory to leave all monies in the General Fund.

A proposal was put forward to extend the list of EMR as follows:

- Grant Funding
- Town Hall Repairs
- Amenity Machinery
- Public Toilets (to be renamed Public Toilets Repairs and Renewals)
- Cemetery Machinery
- Cemetery R & R (the sum of £15,000 for extension/improvements to remain as previously agreed)
- Allotments Repairs and Improvements
- Festive Lighting (a sum of £1,000 had been received from the developer carrying out works adjacent to the A614 roundabout which required access to the Council owned Mill Field, it had been previously agreed that the sum would be placed in an EMR for festive lighting)

Following discussion it was:

Resolved: that the Clerk be instructed to set up the above EMR's during the year- end financial work

7. To allocate expenditure of CIL funds

The Clerk reported that NSDC required an update on CIL monies. Following discussion it was

Resolved: That the Clerk be given delegated powers to allocate the funds to an appropriate expenditure

8. To receive an updated on S106 funds

An update from NSDC had been received.

Following discussion it was

Resolved: that the Clerk be instructed to obtain clarification from NSDC on any restrictions attached to recent S106 monies

9. To note the NJC pay settlement of 1.75%

Noted.

10. To approve installation of additional security at Town Hall

The Clerk gave an update on the availability of additional security at Ollerton Town Hall.

Resolved: That The Clerk purchase the appropriate equipment and engage the services of a local contractor to install this as soon as possible.

11. To consider commissioning a valuation of council buildings for insurance purposes

The Clerk had obtained one quotation from the company who had provided the previous valuation.

Following discussion, the Clerk was instructed to obtain a further 2 quotations.

FA/22/07

Human Resources

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

The Clerk reported that there were currently several members of the Amenity Team off work, either on annual leave or having tested positive for Covid. A member of the Town Hall staff was currently working from home.

2. To note recent ongoing actions by the Staffing Sub Committee

The Clerk reported that problems had arisen with an employee. The Clerk had taken advice from the Council's employment advisors and was continuing with the relevant processes.

3. To receive updates on the recent breach of the Habitual & Vexatious Complaints Policy and agree further actions.

The Clerk reported that, following the issue of an approved letter from the Town Council to a member of the public (MOP), the request to limit any contact with the Town Council except by letter was being disregarded. The MOP had continued to ring the Town Hall number and leave messages on the answerphone. Following legal advice the Town Council had contacted the Police via 101 who had deployed the local Beat Team to visit the MOP at their home address. Despite a warning from the Police the MOP had made further telephone calls to the Town Hall which had been logged with the Police. At the time of the meeting no further calls had been received from the MOP.

Resolved: That the situation continue to be assessed by Councillors and further legal action be taken as necessary

FA/22/08

Date & Time of Next Meeting - Wednesday 27th April 2022 at 6.30pm

Meeting closed at 19.20