



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 6.00pm on Wednesday 26th April 2023 in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllr D Batey (chair), L Brazier, R King, L Shilling, B Wells

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: None.

Resolved: That these apologies be accepted.

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/23/09 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 15th March 2022

The minutes, having previously being circulated, were signed as a true and correct record.

FA/23/10 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Month 12 of 2022/23

The bank reconciliation and bank statements for Month 12 of 2022/2023 were tabled, inspected and signed by the Chairman as being concurrent.

2. To confirm the dates set for the period for the exercise of public rights

The Clerk informed members that the period of exercise of public rights is the legal period of time that the AGAR & year end financial report is available for viewing by the public. It has to be 30 working days including the first 10 working days of July.

Following the Auditors recommendation, our accounts will be available for inspection from 5th June 2023 until 14th July 2023.

3. To receive a preliminary report on year end finances for 2022/23

Reports were tabled and following a period of inspection were noted.

4. To receive the Internal Audit report for 2022/2023

All noted and agreed it was a very good report. The Chair of F&A thanked the Clerk and Deputy Clerk for the good work.

5. To note arrangements for External Audit 2022/2023

The Clerk informed members of the arrangements for the External Audit and confirmed that all documentation regarding the Audit would be taken to the next Full Council meeting on 17th May 2023.

6. To consider a quotation from Firecrest UK Ltd for works to the Town Hall

Following discussion the figures quoted were approved and it was

Resolved: that the Town Clerk instruct Firecrest to carry out the works as listed in their quotation.

7. To receive an update on works required on the lift at the Town Hall

The Clerk gave a brief update on the works required to the lift. Following discussion it was

Resolved: that the Clerk instruct the contractor to carry out the works required to the Town Hall lift.

FA/23/11 Human Resources

1. To receive an update from the Clerk on general staffing matters

The Clerk reported that the member of staff previously reported being on long term sick had concluded their employment with the Town Council and had received payment up to date.

FA/23/12 Date & Time of Next Meeting

Wednesday 7th June 2023 at 6.30pm

The Chair of FA wished Cllr R King well in his new role.