



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 7th June 2023** in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey, A Brazier, G Lake, L Shilling, B Wells, L Brazier (ex-officio)

Mrs K Wakefield - Clerk

Apologies and reasons for absence:

Resolved: That these apologies be accepted.

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/23/13 To elect the Chairman of the Finance & Audit Committee for 2023-2024

Cllr D Batey, being the only person nominated, was unanimously elected as Chair of the Finance & Audit Committee for 2023/24 .

FA/23/14 To Elect the Vice-Chairman of the Finance & Audit Committee for 2023-2024

Cllr L Shilling, being the only person nominated, was unanimously elected as Vice Chair of the Finance & Audit Committee for 2023/24

FA/23/15 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 26th April 2023

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

FA/23/16 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Months 1 & 2

The bank reconciliation and bank statements for Months 1 & 2 of 2023/2024 were tabled, inspected and signed by the Chairman as being concurrent.

2. To agree bank signatories following the recent elections
Following discussion it was

Resolved: That arrangements be made for all current members of the Finance & Audit committee with the addition of the Proper Officer/RFO be signatories on all accounts

3. To note the submission of the External Audit (AGAR)

The Town Clerk reported that all paperwork relating to the AGAR had been submitted to the External auditor on 1st June. The Chairman congratulated the Town Clerk on the excellent work carried out to achieve this.

4. To note a payment from Sherwood Forest Crematorium

A statement showing the breakdown of the payment received from Dignity Funerals was tabled. The Clerk reminded members of the original lease agreement. Following discussion it was agreed that a recommendation be made to Full Council that this sum be added to the Earmarked Reserves for Cemetery Improvements

5. To receive an update on Earmarked Reserves

The Clerk gave an updated report on changes within the Earmarked Reserves at Year End due to expenditure during 22/23.

6. To consider a quotation from VIA East Midlands for works to facilitate festive lighting (*enclosed*).

Members discussed the need for this work to be done in order for the festive lighting on Forest Road. However concerns were raised over the cost and the Clerk was instructed to obtain additional quotes.

7. To receive an application for registration of land at Birkdale Ave. (*enclosed*)

Following discussion it was agreed that the Town Clerk should request legal advice on this matter and report back at the next meeting.

8. To receive a recommendation from the Policy Review Working Party (*enclosed*)

Cllr Batey together with the Clerk gave a report from the preceding Policy Review Working Party. Members were presented with the draft revised Committee Structure and all were in agreement with the proposed recommendations to be made to Full Council

FA/23/17

Human Resources

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

The Clerk reported that the Amenity Team had recently worked well despite staff shortages due to holiday and illness. They had managed to complete the regular duties in addition to extra work caused by the planting of seasonal bedding and disruption caused by vandalism and anti social behaviour.

FA/23/18

Date & Time of Next Meeting - Wednesday 19th July 2023 at 6.30pm