



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 Meeting of the Finance & Audit Committee held at **6.30pm** on **Wednesday 19th July 2023** in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

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

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Rev Richard Hanford – Via Zoom

Apologies and reasons for absence: None.

Resolved: None.

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

The Chair welcomed Rev Richard Hanford to the meeting and all members agreed that **Item FA/23/20.1** be discussed under confidential items as a commercially sensitive item.

FA/23/19 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 7th June 2023

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

FA/23/20 Finance & Audit:

The Clerk tabled paperwork required for changing of the bank mandate for all members of F&A to complete.

1. To consider information regarding the Cemetery extension

Discussed under confidential items earlier in the meeting.

2. To agree and sign the bank reconciliation and bank statements for Month(s) 3

The bank reconciliation and bank statements for Month(s) 3 of 2023/2024 were tabled, inspected and signed by the Chairman as being concurrent.

3. To receive a quarterly financial report

The Clerk referred to the quarterly financial report and Balance Sheet up to 30th June 2023 which had been previously circulated with the agenda.

The Clerk gave a brief update on various matters and invited questions from members. Overall the opinion was that all income and expenditure was within the budget. The Clerk was thanked for her work.

4. To receive an update on the 2022/23 AGAR submission

The Clerk expressed her disappointment with the External Audit process and our information sent over a month ago had only just been acknowledged as received.

5. To receive an update on quotation for electrical works for festive lighting

The Clerk reported that further quotations had been requested, 1 contractor had declined to quote. The Clerk tabled a quotation from a contractor who had previously carried out similar works for the Council in Boughton. Their quotation required the additional cost of the licence for working on the highway.

Following discussion it was:

Resolved: that members agreed unanimously to accept the most recent quotation subject to confirmation of costings when the Highways licence had been included.

FA/23/21 Human Resources

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

The Clerk reported that interviews would be taking place this week for the Town Hall Cleaner/Caretaker.

FA/23/22 Date & Time of Next Meeting - Wednesday 11th October 2023 at 6.30pm