



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 11th October 2023** in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

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

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: Cllr B Wells for personal reasons

Resolved: that these apologies be accepted.

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

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

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

FA/23/24 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Month(s) 4, 5, and 6

The bank reconciliation and bank statements for all accounts for Month 6 of 2023/2024 were tabled, inspected and signed by the Chairman as being concurrent. Months 4 & 5 to be presented at the next meeting.

2. To receive a half yearly financial report

The Clerk referred to the quarterly financial report and Balance Sheet up to 30th September 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.

3. To receive an update on quotations for electrical works for festive lighting

The Clerk updated members on the cost for the works to enable lighting in the trees on Forest Road.

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/23/25

Human Resources

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

The Clerk reported that due to holidays and sickness the work force had been very depleted during the past few weeks and at one point had been down to only two Amenity Workers.

Following discussion it was agreed by all that the Clerk purchase boxes of tests for staff use.

The Clerk reported that the position for the Town Hall Cleaner/Caretaker had now been filled.

There was still an on-going problem with the leak under the concrete at the public toilets which was an issue caused by the initial build. They will reopen once this has been completed.

FA/23/26

Date & Time of Next Meeting – Wednesday 6th December 2023 at 6.30pm