



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 4th December 2024** in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey (Chair), S Satterly, L Shilling

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: Cllrs G Lake and M Pringle due to work, and B Wells for personal reasons

Declarations of interest of Members and Officers – None

Declarations of any intentions to record the meeting - None

FA/24/17 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 5th June 2024

The minutes, having been circulated prior to the meeting, were duly signed.

FA/24/18 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Months 2, 3, 4, 5, 6 and 7

The Clerk outlined the reasons for all bank reconciliations and statements being read out and signed during a meeting, ensuring transparency and in line with Audit purposes.

All were checked and signed by the Chair and Vice Chair as being correct.

2. To receive the current financial report

The Clerk tabled the current financial reports and members discussed the various items under the cost centres. The Council's investments were also discussed and information shared from CCLA.

3. To receive information from the Clerk regarding Sherwood Forest Crematorium

The Clerk reported that a sum of £8,841.63 had been received from the Crematorium, this equated to 5% of 268 cremations over the agreed 1,100. As previously agreed by Council, this payment will be transferred into the Ear Marked Reserve account for Cemetery improvements.

4. To receive information on S106 monies available

The Clerk tabled the latest information showing the S106 monies available to be requested by council. The Clerk informed members that there was a new form to be completed for each application.

1. To note the NJC Pay increase for 2024/2025

The Clerk reminded members that the pay increase is contractual and had been actioned in the November payroll. The increase was back dated to 1st April 2024.

2. To receive an update on the Voluntary Living Wage

Following on from Item 1 above, the Clerk informed members that the recent increase in the Voluntary Living Wage does not have to be implemented until 1st May 2025 at the latest and historically had been paid from the beginning of the new financial year.

All figures are itemised on the monthly payslips including any supplements paid.

When the budget figures are prepared for discussion by members the Clerk will provide payroll figures both with and without the inclusion of the Voluntary Living Wage Foundation supplement.

It was noted that the pay increase, increase in Employers Pension contributions and also the substantial rise in Employers National Insurance contributions will have a considerable impact on the 2025/26 Precept requirements and Council Tax bills.

It was brought to the Clerks attention at an external meeting that Unison are looking at a considerable rise for the minimum wage. No paperwork has been received as yet.

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

The Clerk reported that there was one member of staff who was on long term sickness absence, they were due to go onto half pay. The Clerk reminded members that the Council still have to pay full Employers Pension contributions when employees are on a reduced income were on half pay.

Discussion took place on the proposed meetings for the purpose of budget setting. These would be confirmed subject to receipt of the necessary information including the tax base from NSDC.

Following discussion the following dates were agreed:

1. Informal discussion of the draft budget with the FA Chairman and Vice Chairman in late December/early January (subject to receipt of relevant information)
2. Discussion by all members on 14th January 2025
3. Final decision by Full Council on 29th January 2025