



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 12th March 2025** in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey (Chair), L Brazier, R Fazil

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: Cllrs G Lake, S Satterly, L Shilling and B Wells for personal reasons and M Pringle due to work - noted

Declarations of interest of Members and Officers – None

Declarations of any intentions to record the meeting - None

FA/25/05 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 4th December 2024

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

FA/25/06 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Months 8, 9, 10 and 11

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 as being correct.

2. To receive the current financial report

The Clerk updated members on the Balance Sheet which showed that the current budget had been fair and accurate. Both the Reserve and CCLA accounts were showing a good return but it was acknowledged that this would only be the case whilst the capital was unspent.

3. To note arrangements for the completion of financial year end

The Clerk informed members that arrangements had been made for a competent independent accountant to carry out finalising the year end accounts with the Clerk/RFO on 24th April 2025.

4. To note arrangements for internal Audit 20024/2025

The Clerk informed members of the following dates:

1. Internal Audit 29th April 2025
2. Provisional date for report to F&A committee - 7th May 2025
3. Presentation to Full Council for signing off - 14th May 2025

5. To approve the proposed Cemetery fees for 2025-2026

The Clerk tabled the amended fee structure as proposed at the previous meeting and following discussion it was

Resolved: that they be approved and forwarded to all relevant bodies.

6. To review quotations for a Youth Shelter

No updated figures had been received as yet from the contactor/supplier.
Cllr L Brazier confirmed that were sufficient S106 monies available for this project and following discussion it was

Resolved: that delegated powers be given to the Town Clerk and Deputy Clerk to take this forward once the new quotations had been received and all information to be circulated to Finance & Audit members.

Proposed: Cllr L Brazier **Seconded:** Cllr D Batey
Decision: Unanimous

FA/25/07

Human Resources

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

The Clerk reported that all members of staff are at work.

The vacancies for temporary seasonal workers had been advertised on the website, Council noticeboards and also on social media. Only 3 applications had been received and currently none were available for interview. Concerns were raised at the lack of interest in the vacancies. The Clerk would re-advertise the vacancies.

FA/25/08

Date & Time of Next Meeting

Wednesday, 7th May 2025 at 6.30pm