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 7th May 2025** in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey (Chair), L Brazier, G Lake, S Satterly

Mrs K Wakefield – Clerk   Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: Cllrs L Shilling and B Wells for personal reasons and M Pringle due to work

Resolved: that these apologies were noted

Declarations of interest of Members and Officers – None

Declarations of any intentions to record the meeting - None

FA/25/09 **To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 12th March 2025**

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

FA/25/10 **Finance & Audit:**

1. To agree and sign the bank reconciliation and bank statements for Months 12

   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 confirm the dates set for the period for the exercise of public rights

   The Clerk informed members that she would be following the dates advised by the External Auditors, PKF Litlejohn, for the exercise of public rights period.

   3rd June 2025 to 14th July 2025

3. To receive a preliminary report on year end finances for 2024/2025

   The Clerk outlined various details in the report and also informed members that we are in a better financial position regarding monies being available to cover the 3/6 month running cost requirement.

Signed: ………………………………….

Dated: …………………………………….

4. To receive the Internal Audit Report for 2024/2025

   The Clerk tabled copies of the Internal Auditors Report. The Clerk also informed members that the current Auditor has now carried out the audit for the past 5 years and we now need to look for another Internal Auditor.

   The Chairman and members congratulated the Clerk on the excellent report and thanked the Clerk, Deputy Clerk and Admin Assistant for their work in managing the Council finances and processes.

   It was acknowledged that processes were subject to a continuous ongoing review to ensure that the public funds were accounted for and spent in line with current legislation.

FA/25/11 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 and that the 2 new temporary seasonal workers have now started their duties. It was noted that the temporary staff had been informed at all stages of the recruitment process that the position was for a period of 6 months only.

FA/25/12 Date & Time of Next Meeting

The Clerk asked members to consider changing the date of the next two meetings and also review the start time. The change of date was approved and It was agreed that it was practical to start future meetings at 6pm

Wednesday, 9th July 2025 at 6.00pm, **please note new start time**

Meeting closed at 7.00pm

Signed: …………………………………….

Dated: ……………………………………….