



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 **6.00pm** on **Wednesday 11th February 2026** in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllrs D Batey (Chair), P Beedle, D Gallop, G Lake, M Pringle

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

Apologies and reasons for absence: Cllr(s) L Brazier for work, R Fazil and L Shilling for personal reasons

Resolved: that these apologies were noted

Declarations of interest of Members and Officers – None

Declarations of any intentions to record the meeting – None

FA/26/01 To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 5th November 2025

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

Cllr G Lake joined the meeting at this point

FA/26/02 Finance & Audit:

1. To agree and sign the bank reconciliation and bank statements for Months 7, 8, 9 and 10

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.

2. To review signatories on the Council's bank accounts

The Clerk informed members that for various reasons some signatories needed to be removed from the Council bank mandate and a number of current Councillors added to it. In the interim the Clerk proposed that the addition of Cllrs P Beedle, L Brazier and G Lake be agreed and the relevant documentation be completed. The Clerk confirmed that other Councillors would be added to the mandate at a later date.

Following discussion it was proposed that the above mentioned Councillors be added as signatories to the bank mandate. The Clerk provided the relevant documentation for Cllrs to complete and sign.

Proposed: Cllr D Batey
Decision: Nem-Con

Seconded: Cllr M Pringle

FA/26/03 Human Resources

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

The Clerk informed members that an advertisement for the full time Amenity Team member vacancy would be posted on social media and noticeboards from next week and would be advertised in the March edition of the Roundabout.

Closing date for applications 19th March 2026
Interviews taking place w/c 23rd March 2026
Interview panel to be Town Clerk, Deputy Clerk, Amenity Foreman plus one Councillor.

2. To agree a recruitment procedure for forthcoming vacancies

The Clerk tabled the various routes for advertising the role of Town Clerk and gave Councillors a brief outline of the NALC and LCC procedures from advertising to interview and employing a new Town Clerk. Whilst the NALC process was a free service the LCC one incurred a cost but was a more complete process.

Following discussion Councillors favoured the LCC process and instructed the Clerk to obtain move forward with this.

Proposed:	Cllr D Batey	Seconded:	Cllr P Beedle
Decision:	Nem-Con		

FA/26/04 Date & Time of Next Meeting

Wednesday, 25th March 2026 at 6pm

Meeting closed at 6.45pm