

Minutes of the Finance and Services Committee Meeting

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday
03 April 2025, commencing 4:30pm**

PRESENT: Cllrs E Atkin, G Frost (Chair), J Moorhouse, M Richards, and R Walker

IN ATTENDANCE: Clerk/RFO

FS001 Inform Members and the public that the meeting was being recorded.

FS002 Apologies for Absence

Apologies for absence were received from Cllr Rutherford and approved.

FS003 Declarations of Interest

There were no declarations of interest.

Cllr GF did not adjourn the meeting as there were no members of the public present

**FS004 To approve the minutes of the previous meeting held on 02 January
2025** (folio reference: 2024/139-142)

RESOLVED: Proposed by Cllr RW, seconded by Cllr MR that the minutes of the meeting held above, having been circulated prior to the meeting, were taken as read, approved, and signed by the chairman as an accurate record.

FS005 Allotments – Gate Security

At the last meeting Cllr RW asked the allotment tenant to consult with the other allotment tenants to consider creating an allotment association and to undertake the running of the allotments themselves. He also advised the complainant of possible funding that may be available to them (Rural Infrastructure Fund) if they were to create an association. The information supplied back to the clerk is that the tenants do not wish to create an allotment association.

An allotment Health and Safety and Emergency Access Policy has been created, and the complaints policy was revised. These were approved by Full Council on 23 January 2025 - folio reference FC168

The information received back from the allotment holder is that he consulted with 17 of the 20 allotment holders and 80% of them would prefer a key locking system.

Councillors were given a report created by the allotment tenants regarding several key locking systems.

RESOLVED: Proposed by Cllr RW, seconded by Cllr GF to approve the purchase of lock A from Stapleton's of Worksop for £45.00 for an ABUS key padlock, supplied with 2 keys and authorisation for the cutting of 20 keys at £10 each.

There will be a deposit of £10 required from each allotment holder for the supply of the key, which will be refunded upon return of their key at the end of their tenancy agreement or if the locking system were to change again in the future.

Allotment rules to be amended to reflect that if they lose a key they must pay to get a replacement, and a clause to include that there must be no drinking on the allotment after 7pm summer months and once dark in the winter months.

ACTION: Clerk/RFO (CF) to purchase this new key padlock locking system and Clerk (LD) arrange to liaise with all allotment tenants to swap the locking systems over, as above.

FS006 Finance

All following paperwork was sent electronically to all members prior to the meeting and paper copies were given to the Chair to authorise in the presence of members and any public present.

- a) *To approve invoices for payment (Appendix c)*
Payments on the report were approved and signed.
Bank Transfers totaling: £4,024.84
Direct Debits totaling: £281.54
Debit Card payments totaling: £219.48
Cheque payments totaling: £0.00.
Income received totaling: - £527.99

RESOLVED: Cllr GF advised she had checked through the above and agreed with the totals. Proposed by Cllr GF seconded by Cllr EA, all in favour.

Bank Reconciliation/Budget Variation (Appendix d)

Bank Account Balance at 25.03.2025 of £72,798.46 Co-op Bank Current Account, £24,475.38 Co-op Bank Saving Account, £37,347.79 Hampshire Trust Bank, and £100.00 Petty Cash float.

Clerk/RFO gave all members an up-to-date report on the expenditure, receipts, variances up to and including 27 December 2024, which was sent in advance of the meeting.

RESOLVED: Cllr GF advised she had checked through the above and agreed with the totals. Proposed by Cllr GF seconded by Cllr EA, all in favour.

FS007 Grounds Maintenance

There were no items to discuss

FS008 Replacement of Cemetery Push Mowers

The cemetery grounds maintenance team currently utilises two small push mowers for grass-cutting operations around graves and other sensitive areas. These mowers were last purchased in June 2008 and have now reached the end of their operational lifespan. Due to wear and tear, ongoing maintenance costs, and reduced efficiency, replacement is necessary to maintain the required standards of upkeep.

The mowers that the Grounds Maintenance team would like are Honda HRG416 PK Petrol Lawn Mowers. 3 quotes were obtained by the Clerk/RFO and a report was written.

RESOLVED: Proposed by Cllr RW seconded by Cllr GF, all in favour to purchase this mower from Sam Turner & Sons. Although it is the middle price, £20 dearer than the cheapest quote the town council have purchased goods from them in the past and their service and aftercare are commendable.

FS009 To receive items for information and future agenda items.

Clerk/RFO produced the year end comparison table and variance report to members, together with the draft Annual Governance and Accountability Return (AGAR) for 2024.25.

She advised that the internal audit has been undertaken today and gave the councillors the internal audit year end report stating there are no concerns and everything is in order.

Authorisation of the AGAR will be at the Full Council meeting scheduled for 7 April 2025 for ratification.

FS010 Date of Next Meeting: 10 July 2025 (change from the advertised meeting due to the Clerk being on annual leave)

The Chairman thanked Councillors for their contributions to the meeting.

There being no further business the meeting closed at 5:02pm.

CHAIRMAN'S SIGNATURE.....

DATE.....