

**Minutes of the Finance and Services Committee Meeting**

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday  
03 February 2022, commencing 4:30pm**

**PRESENT:** Cllrs G Frost (Chair) J Moorhouse, D Preece, G Preece, M Richards, K Rutherford

**IN ATTENDANCE:** Clerk

**FS108 Apologies for Absence**

Cllr S Richardson was absent

**FS109 Declarations of Interest**

There were no declarations of Interest

**FS110 Minutes of the previous meeting held on 06 January 2022** (folio reference: 2021/125-128)

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr JM, 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. All in favour

*The meeting was not adjourned as there were no members of the public present*

**FS111 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.

*To approve invoices for payment*

Payments on the report attached at Appendix 'A' were approved and signed  
Bank Transfers totalling £8,771.47  
Direct Debits totalling £5,371.76  
Debit Card payments totalling £482.28  
Cheque payments totalling £0.00  
Income received totalling **£0.00**

**RESOLVED:** Cllr GF advised she had checked through the above and agreed with the totals. Proposed by Cllr JM, seconded by Cllr GF, all members approved. Chair authorised.

Bank Account Balance of £66,864.56 was approved and Chair authorised

*Bank Reconciliation/Budget Variation*

Bank Account Balance at 01.02.2022 of £66,864.56 Co-op Bank,  
£37,069.08 Hampshire Trust Bank and £49.02 Petty Cash float.

Clerk gave all members an up-to-date report on the expenditure, receipts, variances up to and including 01 January 2022, 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 JM seconded by Cllr GF, all members approved. Chair authorised.

*To discuss appointment of Internal Auditor for year end 2021.22*

**RESOLVED:** Proposed by Cllr JM seconded by Cllr GF, all members approved to approach Mr P Parkin to carry out the internal audit for 2021.22 (if he is available).

**ACTION:** Clerk to contact Mr Parkin.

*Zoom Renewal – update (offered 30% discount when cancelled on 21/01/2022)*

It was agreed at Full Council on 20 January 2022 to cancel the annual subscription to Zoom. When it was cancelled Zoom offered a 30% discount to renew.

**ACTION:** Proposed by Cllr JM, seconded by Cllr GF, all in favour to make a recommendation to Full Council on 17 February 2022 to re-instate the subscription IF a 30% discount is still available at the time of booking.

*First Aid at Work Training (Basic and Refresher)*

Grounds Maintenance Supervisor requires a refresher course and Grounds Maintenance Operative requires a basic course.

**ACTION:** All in favour to defer this item until the 03 March 2022 meeting so that the newly appointed operative can attend the training too. Clerk to put on March agenda.

*Disabled Parking Bay*

Cllr JM informed members that there was an option to install a disabled parking bay along Newcastle Street, as part of the 'Welcome Back' funding. Approval had been sought with the co-op and the chemist and it is now being costed up by VIA. Bassetlaw District Council will then confirm whether it is viable through the funding scheme.

## **FS112 Town Maintenance and Equipment**

Electrical Sockets - Depot

The 8 electrical sockets inside the depot need replacing with sockets that have a trip facility. The cost of this will be in the region of £120.00.

**RESOLVED:** Proposed by Cllr KR, seconded by Cllr JM, all in favour to purchase the above.

**ACTION:** Clerk to purchase the equipment.

*Request for additional equipment – cordless sander*

Grounds Maintenance staff have asked for a cordless sander to enable them to undertake some maintenance work on site rather than bringing items back to the depot.

**RESOLVED:** Cllr MR felt this was not a necessary requirement at the moment, when there have been other financial burdens on the town council at the moment. To be looked at again in the next financial year if necessary.

*Servicing of smaller mowers and Etesia*

Clerk sought permission to purchase the parts required for the Grounds Maintenance team to undertake the servicing of the above equipment.

**RESOLVED:** Proposed by Cllr MR, seconded by Cllr GF, all in favour to purchase the parts.

*Replacement Trailer – Update*

Russell's Groundcare have confirmed that the trailer is at their central depot and will be delivered very shortly. Contact to advise Cllr MR later today of a delivery date.

*Request for a replacement bench – Ashvale Road*

A member of the public has asked if the bench that use to be next to the Rebel Stone on Ashvale Road could be replaced.

Cllr Stanniland has kindly offered a commemorative Jubilee bench to Tuxford. If this can be secured the town council will like this bench to be placed in a prominent part of Tuxford. This will involve swapping out another bench. That bench can then be placed on Ashvale Road.

**ACTION:** Clerk to contact Cllr Stanniland for an update on the 'Jubilee' bench.

**FS113 Planters**

Clerk advised that the barrels that the floral displays are in need to be replaced.

**ACTION:** Cllr's to source and send details to the clerk.

**FS114 Car Park Signage – Newark Road (SR) and potential abandoned car**

Cllr SR was not in attendance at the meeting, Clerk advised that he spoke with her about the need to re-consider this decision after a car had been abandoned in the car park.

**RESOLVED:** It was proposed by Cllr JM, seconded by Cllr KR, all in favour that there is now a need for car park signage.

**ACTION:** Clerk to obtain quotes for 'No Overnight Parking' and 'Vehicles Parked at Own Risk' signs.

The vehicle that had been parked in the car park for 2 months has now gone. It was witnessed being removed from the site.

**FS115 To receive items for information and future agenda items**

1. Victorian Finger Post – Insurance (Cllr KR)
2. Floral Displays

**FS116 Date of Next Meeting: 03 March 2022**

The Chairman thanked Councillors for their contributions to the meeting.

There being no further business the meeting closed at 5:08pm.

CHAIRMAN'S SIGNATURE.....

DATE.....