

Minutes of the Finance and Services Committee Meeting

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

PRESENT: Cllrs G Frost (Chair) J Moorhouse, D Preece, G Preece, and K Rutherford

IN ATTENDANCE: Clerk

FS117 Apologies for Absence

Cllr M Richards and Cllr Richardson

RESOLVED: Reasons for apologies were given and accepted.

FS118 Declarations of Interest

There were no declarations of Interest

FS119 Minutes of the previous meeting held on 03 February 2022 (folio reference: 2021/146-149)

RESOLVED: Proposed by Cllr KR, 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

FS120 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 £11,754.89
Direct Debits totalling £539.06
Debit Card payments totalling £473.70
Cheque payments totalling £0.00
Income received totalling **£27.84**

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

Bank Account Balance of £49,522.95 was approved and Chair authorised

Bank Reconciliation/Budget Variation

Bank Account Balance at 01.03.2022 of £49,522.95 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 March 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 GF seconded by Cllr GP, all members approved. Chair authorised.

To discuss Internal Auditor Interim Report for year end 2021.22

The report was sent electronically to all members prior to the meeting. Interim Year End Report in good order, with two points to note (amendment to adoption date – to include on front page of Financial Regulations and to report apologies for absence as ‘given and accepted’).

RESOLVED: Proposed by Cllr GF seconded by Cllr JM, all members approved.

ACTION: Clerk to make the 2 small adjustments.

First Aid at Work Training (Basic Training and Refresher)

Two members of staff have asked for First Aid Training.

First Aid at Work Training Quotes: £390 (St Johns Ambulance), £358.80 (British Red Cross).

Refresher training quotes have been given as: £288 (St Johns Ambulance), £262.80 (British Red Cross)

Clerk provided a copy of the Health and Safety Executive (HSE) report on Employers Responsibility as an ‘Employer’ electronically to all members prior to the meeting.

There may also be the need to train the newly appointed operative from March 2022.

RESOLVED: Proposed by Cllr GF, seconded by Cllr GP, all in favour to organise the refresher training for the Grounds Maintenance Supervisor. To be British Red Cross unless there is a need to undertake the refresher course with the same provider that their original training was with. The resolution was to go with either provider if required. Training for the other member of staff to be deferred until the additional employee is in post.

Chainsaw Training

One of the grounds maintenance operatives has asked for Chainsaw Training to enable them to undertake certain types of work and as part of their appraisal.

Quotes obtained are: £775 (Trent Valley Training), £777 (Parkhill Training), £320 (North Notts Training Group)

RESOLVED: No councillors felt there is an operational need to undertake this training and if there is a need to use a chainsaw a contractor could be appointed to undertake the work required.

Disabled Parking Bay

Cllr JM informed members that funding has been approved by Bassetlaw District Council's 'Welcome Back' funding and the work was completed on Wednesday 02 March 2022. It is located outside Tuxford Chemist.

Cllr JM thanked the town council for their input, That Girl Communications and Bassetlaw District Council for the Funding to make this possible.

Councillors NOTED.

FS121 Town Maintenance and Equipment

Barrels - Update

It has been difficult to source good quality barrels at a reasonable price and it was agreed that the Grounds Maintenance staff will remove all barrels from the town and clean and prep each one. There are a number of barrels that can't be salvaged. Cllr MR had sourced original Scottish whiskey half barrels in Newark.

RESOLVED: Proposed by Cllr JM, seconded by Cllr GF, all in favour to purchase six half barrels at a price of £35.00 each.

ACTION: Clerk to purchase the equipment.

FS122 Summer and Winter Floral Displays

Clerk asked members to consider a budget to purchase the summer and winter plants.

RESOLVED: It was proposed by Cllr GF, seconded by Cllr JM, all in favour to allow the Clerk to authorise flowers up to a budget of £3,000 maximum for 60 hanging baskets and various planters around the town.

ACTION: Clerk to ask supplier to supply 30 x hanging baskets in May 2022 and deliver a further 30 x hanging baskets around 14 June 2022 (after the Queens Platinum Jubilee decorations have been taken down). Quote required for flowers for the planters too. Winter Floral displays will be deferred to July 2022 agenda.

FS123 Finance and Services Committee Frequency

RESOLVED: It was proposed by Cllr GF, seconded by Cllr JM, all in favour that the Finance and Services Committee meetings are held quarterly from this date. The next scheduled Finance and Services Committee meeting will be 07 July 2022, after the end of 2022.23 quarter one, with the next being 06 October 2022, after the end of quarter two, 05 January 2023, after the end of quarter three. Extra Ordinary meetings can be called at any time, as required.

ACTION: Clerk to amend the meeting dates and update the website and noticeboards.

FS124 To receive items for information and future agenda items

There were none.

FS125 Date of Next Meeting: 07 July 2022 (if agreed at Full Council)

The Chairman thanked Councillors for their contributions to the meeting.

There being no further business the meeting closed at 5:10pm.

CHAIRMAN'S SIGNATURE.....

DATE.....