

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

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday  
11<sup>th</sup> July 2024, commencing 4:35pm**

**PRESENT:** Cllrs G Frost (Chair), J Moorhouse, and M Richards

**IN ATTENDANCE:** Clerk/RFO (C Fox)

**FS013** Inform Members and the public that the meeting was being recorded.

**FS014 Apologies for Absence**

Apologies were received from Cllr E Atkin and Cllr K Rutherford.

**RESOLVED:** Reasons for apologies were given and accepted.

Cllr R Walker – no apologies were received.

**FS015 To appoint a Chairman and Vice Chairman for this committee**

**RESOLVED:** Proposed by Cllr JM, seconded by Cllr MR that Cllr Georgina Frost continue to be Chair of the Finance and Services Committee.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr JM that Cllr Matthew Richards be appointed Vice Chair of the Finance and Services Committee.

**FS016 Chairman and Vice Chairman to sign Declaration of Acceptance of Office**

**RESOLVED:** Both Chair and Vice Chair duly signed the Declaration of Acceptance of Office for the committee.

**FS017 Declarations of Interest**

There were no declarations of interest.

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

**FS018 To review and recommend any amendment to Finance and Services Committee Terms of Reference**

**RESOLVED:** All agreed there is no requirement to amend the Finance and Services Committee Terms of Reference.

**FS019 Minutes of the previous meeting held on 04 April 2024 (folio reference: 2024/001-005)**

**RESOLVED:** Proposed by Cllr JM, seconded by Cllr GF 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. Cllr MR was not at the meeting and could not vote

### **FS020 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.

#### *Bank Reconciliation/Budget Variation*

Bank Account Balance at 02.07.2024 of £79,807.50 Co-op Bank Current Account, £9,011.26 Co-op Bank Saving Account, £37,254.66 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 02 July 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 MR, all in favour.

### **FS021 Training**

- Playground Inspection x 2

Clerk/RFO advised that it was resolved at the last two Finance and Services Committee meetings to was agreed to postpone training members of staff until they have been in employment 12 months, both members of staff have now been employed for 12 months.

Rospa training would be £335.00 per person.

**ACTION:** The committee do not believe there is a budget to undertake the training currently and to explore the option of employing an ex-employee to undertake the inspections when the grounds maintenance member (that is already trained) is on annual leave. Cllr JM to ask East Markham Parish Council and Dunham Parish Council if we can utilize who they use on a quid pro quo status.

### **FS022 Christmas Tree – Height Extension**

Quotes have been obtained to increase the height of the town Christmas tree by 1m. These range from £750.00 to £1,595.00 (ex VAT)  
The cheapest option would include a central metal pole to secure it more safely into the ground.

**RESOLVED:** Proposed by Cllr JM, seconded by Cllr GF, all in favour of seeing if funding could become available and to apply for that and if not to budget for it in 2025.24 precept.

### **FS023 Christmas Market and Light Switch On – Update**

Cllr GF informed members of the current position regarding organising the Christmas Market.

Back in 2020, the Town Council made the difficult decision to cancel the Christmas Market and Light Switch On due to COVID-19 restrictions and additional restrictions put in place by the Town Council's insurance company. In response, Tuxford Community Events (TCE) was created and kindly stepped in to host the event in 2022 and 2023. However, on 22nd March 2024, Tuxford Community Events made the difficult decision to step back from the organisation of the market this year.

This decision put the Town Council in a difficult position financially (has it was unforeseen and had not been budgeted for) but nonetheless they decided to go ahead with the organising of the Christmas Market and Tree Light Switch On.

The town council would like it noting that this has been achievable due to the financial sponsorship towards the running costs of the event from Lady White's Charity, Mine of Information, and Reads Exhibition Trust. The town council is very thankful to these sponsors, as without their financial support, the event could not go ahead.

The town council would like to thank Tuxford Community Events for hosting the event for the past two years.

### **FS024 Grounds Maintenance – Pole Saw**

At the last committee meeting Cllr SR recommended that the grounds maintenance team consider an electric pole saw and offered the loan of one that his company have as a trial.

The grounds maintenance team have done this, and the feedback received was the head of the saw was too small for the team's intended purpose. It was resolved at the last meeting, being proposed by Cllr GF, seconded by Cllr RW, all in favour of allocating an amount of £800 excluding VAT once research has been obtained regarding electric or 2 stroke.

**RESOLVED:** Proposed by Cllr MR, seconded by Cllr JM, all in favour for Cllr MR to visit the grounds maintenance team to ascertain what they actually need one for and then on Cllr MR recommendation to purchase one or not.

**FS025 To receive items for information and future agenda items.**

Cllr MR asked what the clerk office rent is. Clerk confirmed that it is £1,976 for 2024.25 and that she has asked Bassetlaw District Council what the fee was for 2023.24 (as it has been agreed between Mr M Hudson and the chairman, Cllr JM, that the balance 2023.24 can be re-paid over 4 years, for which Tuxford Town Council will need a invoice each year for).

**FS026 Date of Next Meeting:** 03 October 2024.

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.....