

Minutes of the Finance and Services Committee Meeting

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday
14 July 2022, commencing 4:50pm**

There was a delay in commencing the meeting, due to the meeting not being quorate until 4:50pm

PRESENT: Cllrs G Frost (Chair), and M Richards (from 4:50pm), S Richardson and K Rutherford

IN ATTENDANCE: Clerk

FS001 Apologies for Absence

Cllr J Moorhouse

RESOLVED: Reasons for apologies were given and accepted.

Committee members D Preece and G Preece have subsequently resigned from the Town Council and were not in attendance.

FS002 To appoint Chairperson and Vice Chairperson

RESOLVED: Proposed by Cllr KR, seconded by Cllr MR, all in favour for Cllr GF to continue to be chairman of Finance and Services Committee for the year 2022/23.

RESOLVED: Proposed by Cllr GF, seconded by Cllr KR, all in favour for Cllr MR to continue to be vice chairman of Finance and Services Committee for the year 2022/23.

FS003 Declarations of Interest

There were no declarations of Interest

FS004 Minutes of the previous meeting held on 03 March 2022 (folio reference: 2021/169-172)

RESOLVED: Proposed by Cllr GF, seconded by Cllr KR, 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

FS005 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 £937.91
Direct Debits totalling £528.00
Debit Card payments totalling £79.51
Cheque payments totalling £0.00
Income received totalling £1,672.67

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

Bank Account Balance of £77,671.65 was approved and Chair authorised

Bank Reconciliation/Budget Variation

Bank Account Balance at 13.07.2022 of £77,671.65 Co-op Bank,
£37,161.75 Hampshire Trust Bank and £100.00 Petty Cash float.

Clerk gave all members an up-to-date report on the expenditure, receipts, variances up to and including 13 July 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 MR, all members approved. Chair authorised.

Re-allocation of funds between budget heads

RESOLVED: Proposed by Cllr GF seconded by Cllr MR, all members approved to keep the budget heads the same throughout the next quarter and to review in October when 2023.24 precept is discussed.

FS006 Town Maintenance and Equipment

Water Heater Quote

Although 4 plumbers had been contacted to request a quote, only 1 plumber has returned a quote

RESOLVED: Proposed by Cllr GF, seconded by Cllr MR, all in favour to appoint a plumber to replace the faulty water heater, as soon as possible.

ACTION: Clerk to contact.

Iseki Mower

One of the mower's is faulty and out of service. Cllr MR had obtained a quote to repair the current cutting deck for £400 (stating the rest of the machine is in sound working order). Clerk advised to replace the deck would be in the region of £1,825 and to replace the mower with a new one would cost in the region of £15,975 (plus a wait time for the delivery)

RESOLVED: Proposed by Cllr GF, seconded by Cllr KR, all in favour to look to replace the cutting deck, up to the value of £2,000.

FS007 Cemetery

Clerk advised that the town council needs to undertake a statutory memorial safety check at Tuxford cemetery. This is a legal 5-year requirement.

To train a member of staff to undertake this work will cost £80 for a one-day course undertaken by the Institute of Cemetery and Crematorium Management.

Initial enquiries have been made with Bassetlaw District Council to enquire whether they can undertake the inspections on the town council's behalf or to train a member of staff to undertake the inspections.

There is a requirement to notify the public that the inspection is going to be carried out.

ACTION: Clerk to obtain further information and place on Full Council July agenda.

FS008 Play Facilities

A request has been received by a member of the public enquiring about improving the facilities at the play parks in the town.

It was suggested that these requests were put to the Neighbourhood Plan group to consider and potentially include.

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.

ACTION: Clerk to contact member of the public.

FS009 To receive items for information and future agenda items

There were none.

FS010 Private and Confidential – Salaries and Staffing

Cllr GF read out the following statement.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED: "That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw"

ACTION: Recommend to Full Council to alter the salary scales to include an additional five steps. To discuss grounds maintenance role becoming full time at October 2022 Finance and Services Committee meeting.