

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

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday  
30<sup>th</sup> November 2023, commencing 4:38pm**

**PRESENT:** Cllrs G Frost (Chair), M Richards and S Richardson

**IN ATTENDANCE:** Office Manager and RFO (C Fox) and one member of the public

**FS010** Inform Members and the public that the meeting was being recorded.

The meeting was not recorded.

**FS011 Apologies for Absence**

Cllr's E Cupit-Atkin, J Moorhouse, K Rutherford, and R Walker and Clerk (L Donaldson)

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

**FS012 Declarations of Interest**

There were no declarations of Interest.

**FS013 Minutes of the previous meeting held on 12 October 2023** (folio reference: 2023/072-074)

**RESOLVED:** Proposed by Cllr MR, seconded by Cllr SR, 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 questions from the member of the public present.*

**FS014 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 'i' were approved and signed

Bank Transfers totalling £0.00

Direct Debits totalling £55.12

Debit Card payments totalling £143.34

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 MR, seconded by Cllr GF, all members approved. Chair authorised.

Bank Account Balance of £99,518.58 was approved and Chair authorised.

*Bank Reconciliation/Budget Variation*

Bank Account Balance at 27.11.2023 of £99,518.58 Co-op Bank Current Account, £19,866.31 Co-op Bank Saving Account, £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 27 November 2023, 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 MR seconded by Cllr SR, all members approved. Chair authorised.

*2024.25 Precept – Second Draft*

RFO presented members with the 2<sup>nd</sup> draft of the 2024.25 precept – with a proposed increase of 2.9% on the previous year. Figures cannot be final until the 'Council Tax Base' figure has been provided by Bassetlaw District Council, which will not be received until mid-January 2024.

Cllr SR advised that the council should actively look at vehicle procurement/replacement with the hope of being able to utilise some CIL money towards vehicle purchase.

**ACTION:** Cllr SR and Cllr MR to explore this option and produce a vehicle procurement plan to present to Full Council

**RESOLVED:** Proposed by Cllr SR seconded by Cllr GF, all members approved the 2.9% increase in principle, with the recommendation to be made to Full Council at the scheduled meeting, being held on Thursday 18 January 2024.

**FS015 Internal Audit – Appoint Internal Auditor**

The RFO had approached three internal auditors from the Internal Audit Forum, but only two Internal Auditors had replied, one couldn't provide the service, the other is the same auditor that was used for the 2022.23 financial year.

The RFO asked whether the town council would like to participate in a mid-term audit or just a year end audit.

Quote provided £100.00 for a mid-term audit, with £70.00 year end (£170.00 total) or £190.00 for a year end internal audit. This is the same amount as 2022.23 price.

The RFO recommended the mid-term audit and year end audit for £170.00.

**RESOLVED:** Proposed by Cllr GF seconded by Cllr MR, all members approved cost for mid-term and year end audit.

**FS016 Christmas Lighting – Lincoln Road**

The RFO advised that the cost to hire a mobile boom to erect the Christmas lighting along Lincoln Road is £400.00. There are 5 available lamp post lights. Lamp post Christmas trees will be erected again throughout the town, like Christmas 2022.

Cllrs agreed this was not a viable option, with resources needed to be focused on generating growth and income into the town centre.

**RESOLVED:** Proposed by Cllr SR, seconded by Cllr GF, all members present in favour to NOT install these light fixtures for Christmas 2023.

**FS017 Grant Applications**

Two grant applications have been received for ‘Chatterbox’, and ‘Seated at the Beeches’ to support the community initiatives for £300.00 each.

Unfortunately, the town council’s Grant Policy states that only one grant (up to a maximum of £300.00) will be awarded to a group, voluntary organisation, charitable body, or community group per financial year. Chatterbox and Seated at the Beeches are both run by Tuxford Community Events.

**RESOLVED:** Although Tuxford Community Events have already been awarded a £300.00 grant for 2023.24, it was proposed by Cllr GF, seconded by Cllr MR, all in favour to offer £300.00 to ‘Chatterbox’ warm hub to the held and monitored by the town council RFO has the hub is widely used, with the community fundraising towards the running costs too. As the town council have the GPoC it was agreed to support this venture too.

**FS018 To receive items for information and future agenda items.**

- Christmas – Update (Cllr GF)
- CIL – co-op (Cllr SR)
- Vehicle Procurement (Cllr SR)

**FS019 Date of Next Meeting:** 4 January 2024.

The Chairman thanked Councillors for their contributions to the meeting.

There being no further business the meeting closed at 5:06pm.

CHAIRMAN'S SIGNATURE.....

DATE.....