

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

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday  
4<sup>th</sup> April 2024, commencing 4:37pm**

**PRESENT:** Cllrs G Frost (Chair), S Richardson, K Rutherford, and R Walker

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

**FS001** Inform Members and the public that the meeting was being recorded.

**FS002 Apologies for Absence**

Apologies were received from Cllr E Atkin and Cllr J Moorhouse.

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

No apologies were received from Cllr Richards.

**FS003 Declarations of Interest**

There were no declarations of interest.

**FS004 Minutes of the previous meeting held on 04 January 2024** (folio reference: 2023/097-101)

**RESOLVED:** Proposed by Cllr KR, seconded by Cllr RW 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 'i' were approved and signed.

Bank Transfers totalling £66,143.67.

Direct Debits totalling £647.99.

Debit Card payments totalling £633.09.

Cheque payments totalling £0.00.

Income received totalling £1,716.60.

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

Cllr SR wanted it noted that the council are grateful for the hard work but it to researching quotes for the mower.

#### *Bank Reconciliation/Budget Variation*

Bank Account Balance at 27.03.2024 of £50,837.20 Co-op Bank Current Account, £27,965.78 Co-op Bank Saving Account, £37,161.75 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 27 March 2024, which was sent in advance of the meeting.

Cllr RW confirmed that £6,516.25 had been returned for unspent funding from the Neighbourhood Plan budget.

**RESOLVED:** Cllr GF advised she had checked through the above and agreed with the totals. Proposed by Cllr KR seconded by Cllr RW, all in favour.

#### **FS006 Training**

##### *Training*

- Cemetery Memorial Inspection x 2

Clerk/RFO advised that it was agreed in 2022 for ICCM to undertake the memorial safety inspection, in conjunction with a neighbouring town council (to reduce costs). This has been postponed several times by the other town council. Quotes were received. The cheapest being ICCM, who are offering training at a cost of £255.00 each.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr KR, all in favour of offering two places on the training course (to include travel costs – if not using the council vehicle) to the ground maintenance team.

**ACTION:** Clerk to put it on the Operations Team meeting agenda to discuss.

- Playground Inspection x 2

Clerk/RFO advised that it was resolved at the last Finance and Services Committee meeting to postpone training members of staff until they have been in employment 12 months, one member of staff has, the other member of staff hasn't.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr SR, all in favour to wait until both members of staff can undertake the course at the same time – will revisit this decision in August 2024 when both will have been employed for 12 months or more.

- Chainsaw Training

Clerk/RFO advised that the grounds maintenance supervisor has requested this training for a couple of years as part of his annual appraisal.

They provided councillors with a breakdown of the cost of training and the equipment required.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr KR, all in favour that there is not the operational need to undertake this training, at this time citing the good working relationship with the district council and felt they could assist if chainsaw work was required.

### **FS007 Christmas Market and Light Switch On**

Subsequently the town council have received notification that Tuxford Community Events are withdrawing from holding the event this year, but that they would support the town council instead.

Cllr GF informed councillors that The Lady Whites Charity, The Read Trust, and Mine of Information have kindly donated £500.00 each, totalling £1,500, towards the costs involved in hosting Tuxford Christmas Market and Light Switch. The clerk, on behalf of Tuxford Town Council would like to thank these charities for their support. It is very much appreciated.

Councillors discussed the way forward and will make a recommendation of hosting the Christmas Market and Light Switch on and creating a working group to Full Council.

**ACTION:** Cllr GF to make the recommendation to Full Council on 18 April 2024.

### **FS008 Grounds Maintenance**

Pole Saw (further request)

At the last Finance and Services Committee meeting, councillors did not agree to the purchase of a Pole Saw, citing they did not believe there was an operational need for this piece of equipment. Cllr MR was tasked with visiting the depot to ascertain what the team needed and bring it back to a future FS meeting. Cllr MR was not in attendance at the 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.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr RW, all in favour of allocating an amount of £800 excluding VAT once research has be obtained regarding electric or 2 stroke.

**ACTION:** Clerk/RFO to research and purchase pole saw.

### **FS009 Summer Flowers**

Clerk/RFO approached 4 companies for quotes for summer flowers, with only one quote received. This was for £3,245 (plus VAT) but includes replacing 4 x ½ whiskey barrels at £25.00 each.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr KR, all in favour to accept the quote.

**ACTION** Clerk/RFO to purchase and organise/diarise requesting quotations in December for the following year going forward.

### **FS010 Depot Electricity**

Clerk/RFO advised that the 3-year electricity deal was coming to an end on 07/09/2024 and quotations were received from 8 suppliers.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr SR, all in favour to accept the quote from Bionic to remain with EDF on a 3-year deal at 24.8kWh and £0.60p standing charge from supplier EDF.

**ACTION** Clerk/RFO to organise the transfer of service to commence on 07 September 2024, and explore solar panelling and grants available.

### **FS011 To receive items for information and future agenda items.**

Clerk/RFO advised that there is £10,890.60 VAT for Quarter 4 – which has been claimed but will be recorded in the financial year 2024.25.

They added that the year-end actual banking figures, as of 31.03.2024 are:

#### *Bank Reconciliation/Budget Variation*

Bank Account Balance at 31.03.2024 of £24,065.85 Co-op Bank Current Account, £27,965.78 Co-op Bank Saving Account, £37,161.75 Hampshire Trust Bank, and £100.00 Petty Cash float.

They added that the remainder of the REPF funding was not received by year-end, which is £12,582.00. Ideally this should have been received in the financial year 2023.24.

Cllr SR requested the following to be added to the next Finance and Services Committee meeting:

- The Beeches Community Centre
- Gilbert Avenue Project - Remedial Costs.

**FS012 Date of Next Meeting:** 4 July 2024.

The Chairman thanked Councillors for their contributions to the meeting.

There being no further business the meeting closed at 5:27pm.

CHAIRMAN'S SIGNATURE.....

DATE.....