

Minutes of the Finance and Services Committee Meeting

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday
4th January 2024, commencing 4:38pm**

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

IN ATTENDANCE: Office Manager and RFO (C Fox)

FS020 Inform Members and the public that the meeting was being recorded.

The meeting was not recorded.

FS021 Apologies for Absence

J Moorhouse, E Atkins

RESOLVED: Reasons for apologies were given and accepted.

FS022 Declarations of Interest

There were no declarations of Interest.

FS023 Minutes of the previous meeting held on 30th November 2023 (folio reference: 2023/089-092)

RESOLVED: Proposed by Cllr RW, 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 questions from the member of the public present.

FS024 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 £11696.22

Direct Debits totalling £404.97

Debit Card payments totalling £3.50

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 £93,851.22 was approved and Chair authorised.

Bank Reconciliation/Budget Variation

Bank Account Balance at 02.01.2024 of £93,851.22 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.

Bank Reconciliation/Budget Variation report – [Appendix c](#)

2024.25 Precept – Third Draft - [Appendix d](#)

It was noted that the Outdoor Gym would likely need some maintenance and this will need to be accounted for. The outdoor lighting has been tripping and we need to look at the power, the Pull Test is in place and we have 2 years left on this 5 year contract. In the Budget we are recommending 2.9%. Cllrs raised that there was approximately £400 in a pot of funds and perhaps Lynda's wage cost could be covered by the Neighbourhood Plan project. Ideally to cover existing costs and costs we have not yet confirmed a Precept of 5% equaling £153,000 would be ideal. Clare Fox needs to hear further from Bassetlaw. It is also suggested that Sarah (RFO) does not commence CILCA training until 12 months in post.

Internal Audit – to review and approve Mid-Year 2023.24 Internal

Auditor - [Appendix e](#)

All the issues raised by Victoria on her visit have been resolved by Clare Fox

Insurance 2024 renewal – [Appendix f](#)

Both policies are up for renewal, standard approach of 3 quotes for each. BHIB was a 3 year fixed, recommending we do the same? Zurich cannot compete. Clear Council is the recommendation. It has been requested that Sam – Grounds man is added to the insurance however it is too high. As Sam is 21 and not yet 25 this was an additional cost of £756.00 more. It was recommended that we keep Sam on the Tractor for now.

RESOLVED That the RFO (Clare Fox) bring both options of 2.9% and 5% onto the Agenda of the Full Council Meeting to be voted on. Proposed by Cllr MR and Seconded by Cllr RW

ACTION Clare Fox (RFO) to renew quotes for the Insurance

FS025 GROUNDS MAINTENANCE

Training – Horticultural (SG) and Playground Inspection Training

Grounds Maintenance have made a request to send Sam onto a Horticultural training course. It is agreed that this be postponed for a period of 12 months.

PROPOSED by Cllr KR and SECONDED by Cllr GF

Purchase request (Loppers/Pole Saw) - [Appendix g](#)

Details of Loppers have been approved and it is agreed to go ahead and purchase. The request for a Pole Saw has been declined.

PROPOSED by Cllr MR and SECONDED by Cllr RW

Poppies (60 required)

RFO advises there is real difficulty in obtaining replacements for the Town as these have been vandalized. We need to be looking in readiness for November.

Barrels (need 6, currently have 9)

Can we buy some new Barrels. It was agreed that we would buy 4.

PROPOSED BY Cllr GF and SECONDED by Cllr RW

ACTION To ask Maintenance where to put Planters around the Town.

Christmas Lighting (icicle lighting come to end of this lifespan) - [Appendix h](#)

The lights for the Town are tired and to buy new ones is £175 per strip and we need 7 of them. Do we buy now with Sales.

PROPOSED Cllr GF and SECONDED Cllr KR

ACTION Clare Fox (RFO) to buy lights now. Secondly to source a Fabricator and Cllr K Rutherford to explore

Iseki Mower – repairs required before beginning of mowing season.

Cllr MR recommends that we get rid of 2 of the Mowers and buy 1 new one. The TORO and the Iseki Mower. Do we really need 3 mowers and the existing Iseki

needs a lot of work and cost, sell it on eBay? Toro safety switch not working and is only really used for Gilbert Avenue and the high bank at Ashvale.

ACTION Cllr MR to speak with Mr. Peter Bagueley and Cllr SR and defer decision to next meeting. Three quotes will be required.

PROPOSED by Cllr MR and SECONDED by Cllr SR

FS026 SECURITY LIGHTING

A request has been made for security lighting on Clark Lane with a motion sensor due to anti social behaviour. Costs are likely to be circa £200 and this could be too much with the sensor however it is recommended we trial this.

PROPOSED by Cllr GF and SECONDED by Cllr RW

ACTION Clare Fox (RFO) to purchase and organise the Grounds Team

FS027 To receive items for information and future agenda items.

It has been brought to the Councils attention that the CIL money owed in respect of the Co Op build is now deferred until November 2025 due to Bassetlaw missing the deadline. Cllr KR and Cllr SR believe it would be worth pushing for this sooner.

We are to chase the Woodland Trust (Clare Fox)

Chain Saw to go onto the next Agenda

FS028 Date of Next Meeting: 4TH April 2024.

The Chairman thanked Councillors for their contributions to the meeting.

There being no further business the meeting closed at 5:30pm.

CHAIRMAN'S SIGNATURE.....

DATE.....