

Minutes of the Finance and Services Committee Meeting

held VIRTUALLY on Thursday 01 April 2021, commencing 11:33am

PRESENT: Cllrs G Frost, J Moorhouse, D Preece, and M Richards

IN ATTENDANCE: Clerk, and staff members MF and SM

FS001 Apologies for Absence

There were no apologies for absence received from Cllr DN

FS002 Declarations of Interest

Cllr DP declared a declaration of interest in item 7

There were no members of the public present

FS003 Minutes of the previous meeting held on 11 March 2021 (folio reference: 2020/155-158)

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

FS004 Finance

Due to the meeting being held virtually, all following paperwork was sent electronically to all members prior to the meeting and paper copies delivered to the Chair to authorise in the presence of members and the public.

To approve accounts for payment

Payments on the report attached at Appendix 'B' were approved and signed
Bank Transfers totalling £1,381.04
Direct Debits totalling £8,369.80
Debit Card payments totalling £171.74
Cheque payments totalling £0.00
Income received totalling **£5,412.00**

RESOLVED: Cllr GF advised she had checked through the above and agreed with the totals. All members approved. Chair authorised

Bank Account Balance of £38,975.54 was approved and Chair authorised

Bank Reconciliation/Budget Variation

Bank Account Balance at 31.03.2021 of £38,975.54 Co-op Bank,
£36,832.49 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 31 March 2021, which was sent in advance of the meeting.

RESOLVED: Cllr GF advised she had checked through the above and agreed with the totals. All Approved and Chair authorised.

AGAR 2020.21 Year End

Clerk advised that she had performed a lot of the Annual Governance Accountability Return (AGAR) up to the end of the day on the 31.03.2021 but needed a statement from PWLB regarding the Town Council's borrowings and a Year End statement from Hampshire Trust before it can be completed.

She also informed members that the final bit of the internal year end audit will be carried out by the approved auditor on the 07 April 2021.

ACTION: It is hoped to be completed in time for the 22 April 2021 Full Council meeting.

FS005 Town Maintenance and Equipment

Replacement Push Mower Quotes

Due to the meeting being held virtually, all following paperwork was sent electronically to all members prior to the meeting.

Four quotes each had been received for seven different types of self-propelled push mowers.

RESOLVED: Proposed by Cllr GF, seconded by Cllr JM to purchase two x Etesia PHCS PRO46 mowers for the cost of £980.40 each. All in favour.

ACTION: Clerk to arrange purchase of two push mowers. To contact local business to ascertain whether they can price match the quote above and if not to purchase for £980.40

Vehicle Trailer

Cllr MR advised members that the current trailer was purchased to transport the Toro and other ride on mowers around the town. The clerk has subsequently registered the machinery so that they can be used on the road, hence making the trailer no longer fit for purpose.

ACTION: Clerk to enquire about a 'trade-in' price for the current trailer and obtain quotes for a 12ft tipping trailer (both manual tipping and electronic tipping)

FS006 Floral Displays

Clerk informed members that she had approached four local garden centres to obtain quotes. One confirmed they could not quote. Two confirmed that they could

not plant up the hanging baskets or planters but that they could offer a trade discount if we visited the garden centre personally with the quantity we require, and the town council are still awaiting a reply for the fourth quotation request.

MF (staff member) asked the councillors to consider using one plant in all the hanging baskets and planters and suggested begonias. His reason is that they are hardy plants, can withstand adverse weather, are comfortable in shaded areas and are an all-round good plant.

ACTION: MF to calculate the quantities required for the hanging baskets and planters and give to the clerk so that she can obtain quotes, for both begonias and a mixture of different summer plants.

ACTION: Clerk to put on the 22 April 2021 Full Council agenda.

FS007 Allotment

A request has been received from a tenant regarding having an additional piece of council land due to a neighbouring allotment encroaching on their allotment from a shed.

Cllr DP informed members that the shed in question would not survive being moved and had established plants around it.

RESOLVED: Proposed by Cllr MR, seconded by Cllr GF to allow for 10ft of council land to be absorbed by this plot. All in favour with Cllr DP abstaining from the vote due to his declared interest.

ACTION: Cllr DP to mark out the area approved and send photographic evidence to the Clerk to keep on the allotment file for future reference.

A request has been received asking for the Town Council and the allotment holders to have an annual allotment meeting. This is something that was implemented in 2019 but could not go ahead in 2020 (due to Government restrictions). The reason for the request was to appoint a site manager to liaise between the allotment holders and the clerk.

RESOLVED: Proposed by Cllr JM, seconded by Cllr GF, All in favour with Cllr DP abstaining from the vote due to his declared interest.

ACTION: Cllr JM to confirm a suitable date and time to hold a virtual meeting. It was agreed this could be held virtually as it is not a formal council meeting and it is hoped more allotment holders will attend with it being a virtual meeting.

FS008 Newark Road Car Park

Information had been obtained regarding contactless charging in Newark Road car in the hope of preventing car users using the car park all day.

Cllr JM stated that with spaces being taken up all day it does not leave enough spaces for people visiting the town to use the local businesses. With the car park full

it encourages cars to park on Newark Road endangering the children at Tuxford Primary Academy. It also increases traffic pollution on an already bottle-necked road.

Cllr JM felt that if charges were implemented it would push visiting trade from using the businesses around the town.

RESOLVED: Proposed by JM, seconded by GF, All in favour to leave the car park as it is and for the Town Council to contact Tuxford Primary Academy to ask them to refrain from using the car park all day and to consider opening up their back field for their staff to park within the school grounds, other local businesses to be contacted too, with it being proposed that Cllr TS did this.

FS009 Queens Platinum Jubilee (02-05 June 2022)

Clerk informed members of this forth-coming event and asked whether they would like to consider creating a working group now, so that enough time, preparation and financial resources can be set aside for next year.

ACTION: Cllr GF to ask all members of the Full Council who would like to be on the working group and to lobby members of the public to be on the working group too.

FS010 To Receive Items of Information

Correspondence has been received from North Notts Journey's Book Bench Trail – Tuxford seeking permission for three benches (in the shape of open books) to be placed around Tuxford.

Their request is for one to be outside Newcastle Arms, in the Market Place and two outside the 'lock-up'

It was felt that these benches are not in keeping with the historical market town.

RESOLVED: Proposed by Cllr JM, seconded by Cllr MR, all in favour to refuse the current suggested locations but to offer them the following locations:

Two in Clark Lane play area

One on the corner of Lincoln Road and Ashvale Road (this will require the permission of Nottinghamshire County Council and not the Town Council)

ACTION: Clerk to contact Wild In Art.

FS011 Date of Next Meeting: 05 May 2021

With the scheduled date of 06 May 2021 being a voting day at The Beeches Community Centre, it was agreed to move meeting a day forward to 05 May 2021, at 11.30am

The Chairman thanked Councillors for their contributions to the meeting.

There being no further business the meeting closed at 12:37pm.

CHAIRMAN'S SIGNATURE.....
DATE.....