

**Minutes of Finance and Services Committee meeting
held on Thursday 01 August 2019 @ 7:25pm**

Present: Cllrs E Cupit-Atkin, G Nicholls, E Bett, G Frost, J Moorhouse, D Preece, M Richards, T Silcock and E Taylor.

In Attendance: Clare Fox (Town Clerk)

FS041 Apologies – Acceptance and Approval

Apologies were received from Cllrs V Hannington (Work Commitments)

These apologies were approved.

FS042 Appoint Replacement Vice Chairman to this Committee

Vice Chairman

Following the recent resignation of Cllr M Phillips who was appointed Vice Chairman in May 2019, a vacancy has become available.

Two nominations were received for the position of Vice Chair for Cllrs G Frost and V Hannington

With a majority vote of 6/1 in favour of Cllr G Frost.

RESOLVED: Cllr G Frost duly elected as Vice Chairperson for 2019/20.

FS043 Appoint Committee Members

Committee members appointed are:

Cllrs G Nicholls (Chair), G Frost (Vice Chair), E Bett, E Cupit-Atkin, J Moorhouse, D Preece and M Richards

FS044 Declarations of Interest

Cllr Cupit-Atkin declared an interest in item 13.

FS045 Approval and Signing of the Minutes of the meeting held on 6 June 2019 (folio reference: 2019/052-059)

These were approved as a correct record and signed.

Initials:

FS046 Matters Arising from those Minutes

There were no matters arising from these minutes

FS047 Finance

1. Invoices for Payment and Bank Reconciliation

Invoices as per Appendix B were approved:

Cheque Payments totalling: £1264.48

Direct Debits totalling: £7609.41

Debit Card Payments totalling £272.76

Income received totalling £1082.74

This was received and approved.

Clerk informed members that she had purchased four mobile telephones for the operational staff, as per the Full Council meeting on Thursday 25 July 2019. Cllr ET asked if we had received £5.00 Argos Voucher. Clerk informed him that she not, that she had reserved them online and collected them instore.

ACTION: Clerk to check online with Argos when this offer commenced.

Clerk informed members of the response received from S80 Project regarding the CCTV and the deferred payment from the Full Council meeting for the installation of the CCTV.

It was accepted that the delay and explanation provided is justified and payment was approved for the CCTV.

There was no Bank Reconciliation available

FS048 Town Maintenance and Equipment

01. To consider purchasing a Stone Engraver

Cllr ECA informed members that there are 68 unmarked graves in the cemetery. One option being considered to mark these graves is to place a small stone plaque in the ground and engrave the deceased name and reference number corresponding to the burial book.

It was discussed whether a that a stone engraver was sufficient enough for this task. One other suggestion is to create a mould, pour wet concrete in the mould and buy alphabet stamps to imprint their details. It was decided this would be a better and longer lasting option than a stone engraver.

Initials:

Cllr TS also mentioned that he knows of someone that could possibly engrave these details professionally.

ACTION: Cllr TS to explore this option and refer back at the next Finance and Services meeting.

02. To Consider Purchasing 3 litter bins (buy 2 get 1 free)

Town Clerk asked for approval to purchase 3 litter bins from Bassetlaw District Council, at a cost of £125.00 each.

There are two litter bins that need replacing, with the free one going into stock.

RESOLVED: Approval was granted to purchase litter bins

FS049 To Consider initial feedback from External Auditors

01. AGAR Response

Town Clerk advised members that she had received an initial response from PKF Littlejohn LLP.

They will be raising the following 'except for' matters (qualifications) on your AGAR Part 3

- The figures in Section 2, Box 10 of the prior year comparative column do not agree to the prior year final signed AGAR. Section 2 Box 10 should read £176,658. there is a need to erect a 6 ft wooden fence alongside plots 13 and 14. This would secure the area that the handymen use, as there is a separate entrance and it would discourage potential fly tipping.

The Clerk explained that this was due to not having the correct information inputted in the financial accounting system, which was rectified at Year End so this issue will not re-occur.

FS050 To Consider the cost of borrowing £450k (Village Hall)

An option being considered is whether Tuxford Town Council can afford to build a Village Hall for the residents of Tuxford.

Cllr ECA advised members that she had spoken to someone who had been involved in the build of a neighbouring village's village hall. She informed members that she had been given a rough estimate of £450,000 to build a village hall.

Cllr GF felt that it would cost a lot more than this, as consideration is needed with regards to other additional costs involved in building a hall like, planning applications, architect drawings and advice, internal furniture and equipment.

Cllr ET also expressed some concern as to not overstretch the council by taking on a big project when there is still a debt to the Council from the build of the Council Depot.

Cllr TS also added that consideration was needed as to the ongoing costs associated with running a Village Hall. With Cllr GN adding that the council would firstly need to find out what the residents would like and whether they would use it. Cllr ET confirmed this expressing the need to perform a feasibility study.

Cllr JM suggested asking residents opinions from residents via Tuxford Chat and Retford Times.

Town Clerk suggested they create a Committee as this would be a big project.

Cllr MR stated that he would draw up a portfolio of questions and possible answer and bring it back to the Council.

Cllrs GN and GF affirmed that Mine of Information and the Town Council have to work together to explore this option.

ACTION: Cllr MR to create a portfolio.

FS051 Private and Confidential Matter

Chairman advised members that he was moving this item to the end of the meeting to enable the public to remain until the end of all the other items on the agenda.

This will be reported in a Private and Confidential report not available to members of the public.

FS052 To note reports from Working Groups: (if any)

Cllr JM advised members that she was attending Bassetlaw Youth Council and will report her findings back and she also advised that when she attends the NALC meetings in the future she will report back in this section.

FS053 Items for next meeting & to note any correspondence received

01 See the attached Clerk Report

FS054 Date of Next meeting

5 September 2019 @ 7pm

Chairman thanked everyone for attending and closed the meeting at 8.53 pm.

CHAIRMAN SIGNATURE:

DATE:

Initials:

Appendix A

SUMMARY OF ACTIONS		
FC Point C/F from Previous Meeting (in RED)	Action	By Whom
FS047	£5 Argos Voucher	Town Clerk
FS048	Engraving Plaques for unmarked graves. Explore other option	ClIr T Silcock
FS050	Potential Village Hall Project. Create a portfolio	ClIr M Richards
FS053	Christmas Market – ClIr to attend Retford Farmers Market	ClIr E Cupit-Atkin
FS053	Toro Mower. To raise purchase to get repair done	Town Clerk
FS053	Contact BDC about Garden Bins	Town Clerk
FS053	Contact Skip Hire	Town Clerk
FS053	Allotments – Letter re cultivating plot	Town Clerk

CHAIRMAN'S SIGNATURE:

DATE:

Initials: