

**Minutes of Finance and Services Committee meeting  
held on Thursday 2 May 2019 @ 7:00pm**

**Present:** Cllrs M Richards (In the Chair) E Atkin, G Nicholls, E Bett, M Phillips, E Taylor

**In Attendance:** Clare Fox (Town Clerk)

**FS017 Apologies – Acceptance and Approval**

Apologies were received from Cllr J Moorhouse. No apologies were received from Cllr T Silcock. These apologies were approved.

**FS018 Declarations of Interest**

There were none.

**FS019 Approval and Signing of the Minutes of the meeting held on 7 March 2019**

These were approved as a correct record and signed.

**FS020 Matters Arising from those Minutes**

FS007 Contact Bassetlaw District Council and ask them to attend a meeting with Councillors to discuss CCTV quotation.

Town Clerk advised meeting occurred on the 16 April 2019 with Richard Blagg and he advised that he would review the quotation as the equipment and CCTV's in the town are their responsibility and that Tuxford Town Council are utilising already existing equipment to connect the new CCTV on the village hall site. Town Clerk advised members that she had received a visit from Cllr Isard on Friday 26 April 2019, he had spoken to David Armiger regarding the CCTV equipment and stated that it had been agreed between the two of them that the equipment will be re-connected to the MOI office. Town Clerk was advised that the MOI office is not sold, and still for sale. Town Clerk asked Cllr Isard to confirm this information in writing.

FS008 Explore option of EON installing street lighting in the Newark Road car park.

Cllr EA advised that she had called EON and emailed them and was still awaiting a response from the contact she's been advised she needs to speak with. She will continue to chase this up. She also advised that she had spoken with the headmistress of Tuxford Primary Academy regarding whether we could install the light on their building who informed Cllr EA that she is still waiting for a response from the governors of the school but will chase that up and let Cllr EA know.

**ACTION:** Cllr EA to continue to try to contact EON

FS010 Town Council Website.

Town Clerk advised that approval had been agreed to purchase a new Town Council website from 2commune on the 18 April 2019 (folio ref : FC012/19) but she asked for further

approval on the annual ongoing costs of £400 per annum for the website Hosting, support and annual licence.

All councillors unanimously agreed to costs of £400 per year.

#### FS012 (03) ACRE Funding Village Hall renovations

Cllr MR felt this is a separate issue and that Full Council should consider setting up a committee to discuss the Village Hall.

Cllr MP asked if we could look at the possibility of getting a loan of £450,000 to build a Village Hall and once Tuxford Town Council are in a better position to understand the financial position of building a hall they can then approach Mine of Information Trustees to ask them to release the land.

#### FS013 Call an Extra Ordinary Meeting to revise Tuxford Town Council's policies

Town Clerk advised that herself and Lynda Ogilvie are in the process of creating new and revising existing policies.

**ACTION:** Town Clerk to request an Extra Ordinary Meeting on the 23 May 2019

### **FS021 Finance**

#### 1. Invoices for Payment and Bank Reconciliation

Invoices as per Appendix B were approved, totalling £6,178.49 were approved.

### **FS022 Town Maintenance and Equipment**

#### 1. To consider Town maintenance and plan/equipment requirements

- a. Town Clerk advised that John Taylor had requested a replacement Water Bowser as they would like a 2000ltr water bowser and the trailer has faulty brakes.

Cllr MR stated that once the replacement vehicle has been sorted that they'll be able to out on the back of the current trailer. They currently use a IBC.

Cllr MP will enquire with this employment how much another IBC would be.

- b. Town Clerk informed them that she had received confirmation, in the form of a letter, from Mr Pottinger confirming, after his recent resignation, that he will still be honouring the Annual Summer Floral Display contract that was awarded to him in March 2019 (folio FC198/18).

What wasn't confirmed in his quote was that he would be planting them. Mr Pottinger will only be providing the plants and not planting them up. Mr Pottinger and the two other Handymen would have planted them previously during work time.

Cllr EA advised that herself and the Town Clerk will plant the floral displays if the Handymen can't do it due to their workload. This is to be confirmed closer to the time of the flower delivery.

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- c. Town Clerk advised she has received a quote of £377.40 (plus VAT) for the servicing of the Iseki mower.

All members agreed to approve this quotation.

It was also discussed that it would be beneficial to have the ride on mowers on a maintenance contract.

**ACTION:** Town Clerk to raise a purchase order for the work to be completed and also enquire about a maintenance contract with Tuxford Lawnmowers, Platts Harris and JPK Services.

- d. Town Clerk advised that approval had already been granted (folio FC191/18) to purchase a new printer through Ebuyer (£630.66 for the printer and 4 inks) but she had received a comparable quote from Lyreco (£670.43 for the printer and 4 inks) but that Lyreco also have the option of leasing a printer on a 3 year contract, with maintenance included in the cost for £785.00 (£459.00 for the printer lease hire and £326 for the 4 ink cartridges)

All members approved the purchase from Lyreco if the Town Clerk could get the printer installed free of charge.

**ACTION:** Town Clerk to contact Lyreco and purchase the printer if installation is free of charge

### **FS023 To Consider maintenance of Allotments**

Town Clerk advised that she will be visiting the allotments on a quarterly basis to check the condition of the allotments and to meet the tenants too.

She has asked for future funding to update and improve the current position of the allotments. She also advised that she had received an email from the tenant of plot 14 regarding the fencing surrounding the area that Tuxford Town Council use.

Cllr EA advised the Town Clerk to check when she visits on the 9 May 2019 that the plots have a plot number on each one and that there is a clear visible sign on the main gate showing the postcode of the allotments in case emergency services have to find them.

**ACTION:** Town Clerk to report to a future meeting the outcome of the meeting on the 9 May 2019

### **FS024 Clark lane Play Equipment Update**

Town Clerk advised that the handymen had taken a 4" off the top of the posts to ascertain whether there was rot in them (folio FC193/18) and it was confirmed the presence of rot. Town Clerk advised that she had received a revised quotation from Sovereign giving a 20% discount on their original quote to replace the rotten posts. The revised quote is £2,418.60 plus VAT.

Initials: .....

Cllr GN felt it was unfair to claim the posts are rotten from strimming the bases. Town Clerk advised that it is in the warranty documentation to not trim this area so there is no warranty covering the damage.

Cllr ET advised the Town Clerk to contact Shield Sheds to see if they could repair the damaged posts.

**ACTION:** Town Clerk to contact Shield Sheds to enquire.

**FS025 Update on Website Costs**

Please see FS020 (above) This was discussed at the Planning Committee meeting that preceded this meeting.

**FS026 To note reports from Working Groups: (if any)**

- 01 Cllr EA updated members of the VIA/NCC visit on 18 April 2019 (see minutes from the meeting, filed in the correspondence folder)

**FS027 Items for next meeting & to note any correspondence received**

- 01 Cllr MP would like Town Clerk to look at the cost of getting a loan of £450,000.00
- 02 Cllr MP would like to explore the option of leasing a vehicle, as well as purchasing one. Cllr MR asked Cllr MP to look into the two options.

It was discussed that the best vehicle would need to be a tipper, with a double cab, where the back seats could be removed so that storage could be created to house the tools whilst the staff were working. It was agreed that it would need to be put in the policy that no tools were to be left overnight in the vehicle.

Cllr EA said that a lot of local haulage companies just lease. Cllr EB felt that we do not require a servicing contract for the replacement vehicle with the low mileage the vehicle will be doing.

- 03 Town Clerk advised that handymen had reported a broken fence adjoining Newark Road car park with Tuxford Primary Academy.  
**ACTION:** Approval given for the Town Clerk to purchase wood for the handymen to repair the wooden fence.

**FS028 Date of Next meeting**

6 June 2019 @ 7pm

Chairman thanked everyone for attending and closed the meeting at 8.05 pm.

CHAIRMAN SIGNATURE: .....

DATE: .....

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## Appendix A

<b>SUMMARY OF ACTIONS</b>		
<b>FC Point C/F from Previous Meeting (in RED)</b>	<b>action</b>	<b>By Whom</b>
FS008	Explore option of EON installing street lighting in the Newark Road car park	Cllr E Atkin
FS013	Extra Ordinary Meeting to approve revised policies	Town Clerk
FS022 C	Raise Purchase order to Tuxford Lawnmowers to the service of Iseki	Town Clerk
FS022 D	Contact Lyreco and purchase printer if they agree to install the printer within the quote obtained	Town Clerk
FS024	Clark Lane Play Equipment – Contact Shield Sheds for a quote	Town Clerk
FS027 02	Explore the options between purchasing and leasing a replacement vehicle	Cllr M Phillips
FS027 03	Purchase wood to replace broken fence	Town Clerk

CHAIRMAN'S SIGNATURE: .....

DATE: .....

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