

**Minutes of Finance and Services Committee meeting  
held on Thursday 4 April 2019 @ 7:05pm**

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

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

**FS001 Apologies – Acceptance and Approval**

Apologies were received from Cllrs J Moorhouse, G Nicholls and J Robinson. These apologies were approved.

**FS002 Declarations of Interest**

There were none.

**FS003 Approval and Signing of the Minutes of the meeting held on 7 March 2019**

These were approved as a correct record and signed.

**FS004 Matters Arising from those Minutes**

FS165 1.To Consider Town Maintenance and Plant/Equipment Requirements. Town Clerk has contacted Bassetlaw District Council and she will place an order for 3 litter bins when Bassetlaw District Council's budget has been approved for 2019.20. We can purchase two litter bins and get one litter bin for free.

2. Town Clerk advised that Microsoft Office 365 had now been installed and was up and running, with no reported problems.

The Town Clerk has also purchased an Audio Voice Recorder but before this can be used in any meeting there needs to be an approved policy. Town Clerk has written an Audio Policy and will seek approval at the next available Full Council meeting. A copy of the policy was given to the Councillors to read prior to approval. The Town Clerk advised that she has yet to purchase a replacement printer until the current printer has used all the ink cartridges that are held in stock.

**FS005 Finance**

1. Invoices for Payment and Bank Reconciliation

Invoices as per Appendix B were approved, totalling £13,307.33, Income totalling £328.00 and YEAR END 2018.19 bank reconciliation noted.

Town Clerk also distributed for approval a new method of recording expenditure and income, this will run alongside the Financial Software Package.

Current authorisation level is £500. Referred to next full council meeting.

Town Clerk had already spoke with Chair and Vice Chair to request extra assistance implementing new policies and procedures. It was unanimously agreed to contact Lynda Ogilvie to ask if she would consider working for the next 4-6 months.

**ACTION:** Town Clerk to contact Lynda Ogilvie.

**FS006 Town Maintenance and Equipment**1. To consider Town maintenance and plan/equipment requirements

Cllr T Silcock will obtain a quote for the hire of a Tipper vehicle for the Operational Staff.

**ACTION:** Cllr TS to advise on quotation.

**FS007 To Consider move/installation CCTV Equipment**

Town Clerk advised that there has been a quotation received with 2 options of where to install the CCTV equipment. There is some confusion over who owns the CCTV equipment. Town Clerk to contact Bassetlaw District Council to ascertain this information.

**ACTION:** Town Clerk to contact Bassetlaw District Council and ask them to attend a meeting with Councillors to discuss further.

**FS008 Update from Councillor on provision of lighting over town centre car park**

Cllr Atkin is exploring the option of EON installing lighting. Has contacted them and will chase them up.

**ACTION:** Cllr Atkin to contact EON for an update.

**FS009 To consider any views/objections regarding Planning Application 19/00333/TPO**

This was discussed at the Planning Committee meeting that preceded this meeting.

**FS010 Update on Tuxford Town Council Website**

A quotation has been received to implement a new website, from a company that Parish and Town Council's use.

**ACTION:** Town Clerk to refer to the next full council meeting.

**FS011 Update on purchase of Litter bins x 3 (BDC)**

See action FS004.

**FS012 To consider Funding Enquiries****01 Calor Gas.**

Funding available is for Community Projects. This information will be passed on to the Scout Group

**ACTION:** Cllr M Phillips to give the information to the Scout Group

**02 Co-op (Tuxford)**

Cllr M Richards advised that he had been approached by a member of staff from Co-op, Tuxford who advised that there are fund raising and they would like the proceeds to go towards purchasing additional Christmas Lights. All Councillors agreed to accept this kind offer.

**03 ACRE**

ACRE Funding available is for the upkeep and maintenance repairs of existing Village Halls. It was asked whether we could apply for funding to help towards building a Village Hall.

**ACTION:** Town Clerk to contact ACRE to enquire whether funding is available.

**FS013 To consider updating Financial Regulations**

The Town Clerk advised that the Financial Regulations need to be revised. All Councillors agreed that an Extra Ordinary meeting needs to be held to accept revised policies.

**ACTION:** Town Clerk to organise an Extra Ordinary meeting.

**FS014 To note reports from Working Groups: (if any)**

There were none.

**FS015 Items for next meeting & to note any correspondence received**

- 01 Town Clerk advised she had received a quotation for the supply of @tuxford-pc.gov.uk email addresses for all Councillors.  
**ACTION:** To be referred to Full Council meeting.
- 02 Town Clerk advised that the 'Tour of Britain Best Dressed Village' sign is being installed week commencing 15 April 2019. All Councillors agreed that the best place for the sign to be erected is in the Market Place.  
**ACTION:** Town Clerk to contact Nottinghamshire County Council to advise where we would like the sign to be erected.
- 03 Town Clerk has contacted VIA to ask them to attend a forthcoming meeting to discuss Highway issues.  
**ACTION:** Town Clerk to ask when they can visit during working hours and inform councillors so they can attend.
- 04 Town Clerk had received a request from Circus Tyanna (who are a small family circus) as to whether they could visit Tuxford 21-28 April 2019. Having obtained further information regarding the circus, all Councillors unanimously agreed to allow the Circus to visit.  
**ACTION:** Town Clerk to contact them to advise.
- 05 Cllr E Atkin would like to add a possible office move of the Town Clerk to the next Full Council meeting. Cllr T Silcock will look to see if this is feasible.  
**ACTION:** Town Clerk to add to the Agenda.  
**ACTION:** Cllr TS to explore this possibility and report findings at the next Full Council.
- 06 Cllr T Silcock asked to include 'Christmas Lights' to the Full Council agenda.  
**ACTION:** Town Clerk to add to the Agenda.

**FS016 Date of Next meeting**

2 May 2019 @ 7pm

Chairman thanked everyone for attending and closed the meeting at 8.10 pm.

CHAIRMAN SIGNATURE: .....

DATE: .....

## 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>
FS006	Obtain quotation of hiring a Tipper vehicle	Cllr T Silcock
FS007	Contact Bassetlaw District Council and ask them to attend a meeting with Councillors to discuss CCTV quotation.	Town Clerk
FS008	Explore option of EON installing street lighting in the Newark Road car park.	Cllr E Atkin
FS010	Town Council Website update. Refer to Full Council meeting.	Town Clerk
FS012 (01)	Calor Gas funding. To pass the information on to the Scout Group	Cllr M Phillips
FS012 (03)	ACRE funding of Village Hall renovations. Contact ACRE to enquire whether funding is available to help towards building a Village Hall	Town Clerk
FS013	Call an Extra Ordinary meeting to revise Tuxford Town Council policies.	Town Clerk
FS015 (01)	Email's @tuxford-pc.gov.uk. Refer to Full Council meeting for full approval after May 2019 local election	Town Clerk
FS015 (02)	Contact Nottinghamshire County Council to advise where to install 'Tour of Britain Best Dressed' Village sign	Town Clerk
FS015 (03)	VIA Tuxford Town Council visit. To find out when they are available to attend	Town Clerk
FS015 (04)	Circus Tyanna. Email to confirm they can visit Tuxford 21-28 April 2019	Town Clerk
FS015 (05)	Office move of the Town Clerk. Refer to Full Council meeting	Town Clerk
FS015 (05)	Office move of the Town Clerk. Look at whether this is feasible in preparation of the Full Council meeting	Cllr T Silcock
FS015 (06)	To discuss Christmas lighting. To refer to next Full Council meeting	Town Clerk

CHAIRMAN'S SIGNATURE: .....

DATE: .....