

**Minutes of Finance and Services Committee meeting  
held on Thursday 6 June 2019 @ 7:00pm**

**Present:** Cllrs E Cupit-Atkin, G Nicholls, E Bett, G Frost, V Hannington (from 7.30pm) J Moorhouse, M Phillips, D Preece, M Richards and E Taylor.

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

**FS028 Apologies – Acceptance and Approval**

Apologies were received from Cllrs V Hannington (for the first 30 minutes – work commitments) K Phillips (Study Commitments) and T Silcock (for the first 15 minutes)

These apologies were approved.

**FS029 Appoint Chairperson and Vice Chairman to this Committee**

**Chairperson**

Two nominations were received for the position of Chair from Cllrs G Nicholls and M Richards

With a majority vote of 5/4 in favour of Cllr G Nicholls.

**RESOLVED:** Cllr G Nicholls duly elected as Chairperson for 2019/20.

**Vice Chairperson**

Cllr M Phillips was proposed, seconded and vote was taken all in favour.

**RESOLVED:** Cllr M Phillips duly elected as Vice Chairperson for 2019/20.

*Cllr G Nicholls took over chairing the meeting*

**FS030 Declarations of Interest**

Cllr Cupit-Atkin declared an interest in item 13.

Cllr D Preece has an interest in item 8 and left the meeting at 7.08pm.

**FS030 Approval and Signing of the Minutes of the meeting held on 2 May 2019**

These were approved as a correct record and signed.

*Cllr T Silcock arrived*

**FS031 Matters Arising from those Minutes**

Initials: .....

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 ECA know.

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

FS013 Extra Ordinary Meeting to Approve New and Revised Town Council Policies.

Town Clerk advised that there has been two meetings held so far, one on the 23 May 2019 and one on the 6 June 2019, with one more due on the 20 June 2019. It is anticipated that by 20 June 2019 all the policies will be finalised and ratified.

FS022 (C) Raise purchase order for service of Iseki Mower

Town Clerk advised that one mower had been serviced and that the remaining one was due to be serviced 7 June 2019.

FS022 (D) Purchase printer and ask for the installation of the printer free of charge

Town Clerk informed members that the printer had been purchased and installed and that she had managed to apply for £80 cashback direct from HP, making the purchase of the printer now £295.00.

FS027 (03) Purchase wood and replace broken fence

Town Clerk has reported the fencing to Western Distribution Power.

## **FS032 Finance**

### 1. Invoices for Payment and Bank Reconciliation

Invoices as per Appendix B were approved:

Cheque Payments totalling: £3575.31

Direct Debits totalling: £4591.28

Debit Card Payments totalling £148.00

Income received totalling £4425.00

This was received and approved.

Initials: .....

Bank Reconciliation was approved and signed for £111,680.90 up to and including 31.05.2019

2. Subscription to SLCC (as a requirement of the CiLCA Qualification for the Town Clerk)

Town Clerk advised that the annual subscription is calculated on her annual salary. This would make the subscription £175 plus £12 joining fee.

All members approved this, as part of the requirement to obtain this qualification.

*Cllr V Hannington Arrived*

**FS033 Town Maintenance and Equipment**

01. To consider Replacement Leaf Blower

Town Clerk advised that she had now received two quotes for leaf blowers. That she had contacted Tuxford Lawn Mower Centre to obtain a quote, which she has received, but it is not for the same make and model as the one that the Handymen would like. It was discussed whether there is a need for a battery powered one. It was agreed to defer this decision until the new members of staff can access what they feel the job requires.

**ACTION:** Town Clerk to include this item on a future agenda when more information is available.

02. To Consider Workwear Quotations for the Town Maintenance Staff

Town Clerk asked for this is also be deferred due to the resignation of one member of staff.

03. Basset Ordnance Survey Maps for Work Scheduling (if quote available)

Town Clerk advised that she had approached Planning, at Bassetlaw District Council , to enquire whether they could print off some A1 and smaller maps to enable her and the Chargehand Handyman to create some detailed work/maintenance schedules.

She had not received a quote to date but advised members that it would only be printing costs and not to obtain new data or require a licence.

Members approved.

**ACTION:** Town Clerk to obtain quote and obtain maps if the cost is just photocopying costs.

**FS034 To Consider allocation of funds to maintain Allotments**

01. New Fencing is required.

Town Clerk advised members that 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.

Members agreed there is a need to tidy up the Allotments and approved the Clerk can enquire about obtaining quotes

**ACTION:** Town Clerk to obtain quotations for fencing.

02. Replacement Padlock Required.

Town Clerk advised that the current padlock is a key operated lock and is faulty. She has asked for it to be replaced with a combination code padlock, this will allow for the combination code to be changed every three months, by writing to the tenants advising them of the new code and the date of when the code will be changed.

This will solve the current problem of missing keys and tenants leaving without returning the keys.

**ACTION:** Town Clerk to purchase Combination Padlock from Screwfix for £46.99

03. Approval sought to clear away debris from the site.

Town Clerk advised that there is substantial debris behind plots 19 and 20, which requires clearing away.

She advised members that she would like to carry out this work and then contact the tenants to inform them that they need to ensure that their plot boundaries are re-instated to their original sizes. She advised that some tenants had moved their boundary lines and also erected fencing around their plots that were not in keeping with the Allotment Agreement and Rules.

She advised that she will be writing to the tenants over the course of the next few weeks.

Members agreed for the Town Clerk to obtain quotations to clear away debris and cut back the hedgerow, if the handymen were not equipped to carry out this work.

**ACTION:** Town Clerk to obtain quotations for works, purchase new gate lock and contact Allotment Tenants

**FS035 Clark lane Play Equipment Update**

01. Shield Sheds Update.

Town Clerk advised that Shield Sheds had visited Clark Lane ply area but that she had not received their report. She spoke with them on the 31 May 2019 to ask them for their report and was advised it was on its way. They did tell the Clerk on the telephone that the posts were indeed rotten.

**ACTION:** Town Clerk to chase Shield Sheds for their report.

## 02. Playground Inspection Report

Town Clerk advised that she had received a report from Play Inspections Ltd for £78.00. Clerk was aware that the annual playground inspection was required but was not aware that this company had been instructed to carry out the work. Upon investigating this, it was confirmed that the previous clerk had instructed this company to carry out the work every year until further notice in May 2018.

Town Clerk advised that she had contacted the company to advise that if we require them to carry out an inspection in the future that we will contact them, as Cllr Isard had mentioned at a previous meeting that the Clerk should explore the possibility of BDC carrying out the work on our behalf.

Town Clerk advised that the report has shown low risk but that she had given a copy of the report to the Chargehand Handyman to ensure they carried out the maintenance required and any work they couldn't do was referred back to the Clerk to obtain quotes.

## FS036 Vehicle Update

Members were informed that £3925.00 had been received from the insurance company as a full and final settlement on the claim for the stolen vehicle.

Cllr ECA informed members that we were continuing to look for vehicles and that she had been in contact with David Mellors who has kindly agreed to look at any potential vehicle on our behalf, around his own work commitments, if he can.

Cllr JM asked that if we find a vehicle that Cllr's take along Cllr M Richards too, as he has some background knowledge of motor vehicles, if he is available at the time.

**RESOLVED:** Members to continue to look for potential vehicles, up to £14,000 and liaise with Cllr ECA and Cllr MR if there is a potential one.

## FS037 Floral Display

Town Clerk informed members that the plants had been collected last week, that the hanging baskets were in situ and the planters were in the process of being planted up.

## FS038 To note reports from Working Groups: (if any)

There was nothing to report at this time.

2019/057

**FS039 Items for next meeting & to note any correspondence received**

- 01 Cllr JM asked whether she could mention at the next Rural Conference the Police meeting being held on 18 July 2019.

**RESOLVED:** There is the potential other parishes attending the Rural Conference come from an area that is not covered by PC Gareth Mitchell. Cllr JM to ascertain this information before disclosing the meeting.

- 02 Cllr JM asked for Christmas Lights to be included on the Full Council agenda for 20 June 2019.

- 03 Cllr JM would like VE Day to be included on the Full Council agenda for 20 June 2019.

- 04 Cllr MP asked for borrowing funds for a potential new village hall to be included on the Finance and Services agenda for 4 July 2019.

- 05 Cllr TS advised that he needs a rough sketch of what Tuxford Town Council would like as a new Depot before he can ask an architect to give a rough guide on costs.

- 06 Cllr FS asked for the Town Clerk to write to the co-op to ask them to empty their bins more often and to tidy the side of their building up as the bins are overflowing and the side of the shop is unsightly.

**ACTION:** Town Clerk to write to the co-op.

- 07 Cllr GN informed members that the RAF statue has its base completed and now they are working on the aircraft.

**ACTION:** Town Clerk to include on a future Full Council agenda to discuss the location of the statue, once completed

- 08 Town Clerk informed members that she had received correspondence from North Nottinghamshire Community First Responders asking for a donation.

**ACTION:** Town Clerk to write to them to advise that there is already an offer that was previous minuted, to fund the training and equipment for the first responder to be trained to level 4. EMAS refused this offer.

Initials: .....

**FS040 Date of Next meeting**

4 July 2019 @ 7pm

Chairman thanked everyone for attending and closed the meeting at 8.25 pm.

CHAIRMAN SIGNATURE: .....

DATE: .....

Initials: .....

## Appendix A

SUMMARY OF ACTIONS		
FC Point C/F from Previous Meeting (in RED)	Action	By Whom
FS008	Explore option of EON installing street lighting in the Newark Road car park	Cllr E Atkin
FS033 (03)	Obtain Ordnance Survey Maps from Bassetlaw District Council	Town Clerk
FS034 (01)	Allotments – Obtain quotations to erect new fence	Town Clerk
FS034 (02)	Purchase combination padlock for the gate at the Allotments. Diarise in outlook to change the combination every 3 months	Town Clerk
FS034 (03)	Clear debris from behind Allotment 19 and 20. Obtain quote for this work to be carried out if the operational staff can't do this work	Town Clerk
FS034 (03)	Contact Allotment tenants to ensure they re-instate the correct boundary lines and replace fencing with the correct fencing, as per their tenancy agreement	Town Clerk
FS035	Chase inspection report from Shield Sheds	Town Clerk
FS039 (02)	Christmas Light requirements to be added to 20 June 2019 Full Council agenda	Town Clerk
FS039 (03)	VE Day celebrations, creating a sub-committee. To be added to 20 June 2019 Full Council agenda	Town Clerk
FS039 (04)	Borrowing funds up to £450K to be added to 04 July 2019 Finance and Services agenda	Town Clerk
FS039 (05)	All councillors to consider their requirements and make a sketch (if possible) of what they envisage the new town council to look like	All Councillors
FS039 (06)	Write to the co-op regarding litter	Town Clerk
FS039 (08)	Reply to EMAS regarding their donation request	Town Clerk

CHAIRMAN'S SIGNATURE: .....

DATE: .....

Initials: .....