

**MINUTES OF THE FINANCE AND SERVICES COMMITTEE MEETING HELD ON THURSDAY 7th JUNE 2018 AT THE BEECHES, BIRCH COURT, TUXFORD COMMENCING 7.15 PM**  
**PRESENT: Cllrs . J. Moorhouse, Bett, Richards, G.Nicholls, E.Atkin, M.Phillips, E.Taylor, J.Robinson**

**IN ATTENDANCE: Cllr. K.Phillips, & Lynn Holland ( Town Clerk) plus member of staff**

**FS040 Appointment of Chairman**

**Cllrs. M.Richards & E.Atkin were both proposed & seconded. Following a vote whereby both nominees received 4 votes in favour Chairman Cllr. M.Richards gave a casting vote. Therefore Cllr. M.Richards duly elected as Chairman.**

**FS041 Appointment of Vice Chairman**

**Cllr. E.Atkin proposed & seconded. Unanimously voted in favour of Cllr. E.Atkin being elected as Vice Chairman.**

**FS042 Apologies for Absence**

**Apologies for absence from Cllr. Silcock were accepted and approved.**

**FS043 Declarations of Interest**

There were no Declarations of Interest

**FS044 Minutes of the last meeting**

Minutes of the meeting held on 3<sup>rd</sup> May 2018 were accepted as a correct record and signed.

**FS045 Matters Arising from the minutes**

- 01 Request for Tuxford to be included on schedule for Police mobile speed camera vehicle.
- 02 Assured Security quote for 4 replacement cameras received. Clerk to obtain 2 other quotes.

**FS046 To review terms of reference**

**Approved terms of reference as per appendix 'B'**

**FS047 Finance**

**01 Invoices for payment**

Invoices as per Appendix A total £2,437.66 + DD's £ 5318.90 were approved.

**Recommend approval.**

**02 Budget monitoring presented.**

YTD payments £17,221.56 & Income £54,051.14

Balance as at 31<sup>st</sup> May 2018 £137,311.92

**Recommend approval.**

**03** Noted inspection period running from 4<sup>th</sup> June – 13<sup>th</sup> July 2018 re 20172018

**FS048 Town maintenance and equipment**

- 01 Senior Handyman had reported leaf blower taken to contractor for repairs.
- 02 New compressor purchased locally & Mini digger required for w/c 11<sup>th</sup> June to enable floral planters etc. to be installed.

Continued.....

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**03** Strimming required at cemetery.

**FS049 To consider issues in relation to Play Areas**

- 01 Clerk confirmed TTC could supply heras fencing & skip; however, the company would have to provide the tele handler. Awards For All grant application had been submitted.
- 02 To consider Annual Play Area Inspection Report  
Overall assessment Low Risk but lots of minor work requirement. Clerk to pass report on to Handymen to enable them to undertake the work.

**FS050 To consider planters & benches for the Town** including offer from North Notts BID  
Planters & floral baskets would be in place next week.  
North Notts BID had confirmed a contribution of £1,000 towards floral decorations as part of North Notts. In bloom.

**FS051 To consider grant application from North Notts Community First Responders.**  
**Following request for funding Councillors reaffirmed that the funding was only for equipment for Tuxford Responder once he had received further level 4 training. Councillors expressed their concern that there had been a delay with the training & were disappointed on the cover available for Tuxford. Clerk to write to EMAS expressing concerns with delay.**

**FS052 To note NCC LIS grant application unsuccessful.**  
**Letter received from NCC re unsuccessful LIS application. Clerk to write to NCC.**

**FS053 To consider provision of lighting over town centre car park.**  
Clerk to chase request for quote & Cllr. Richards to obtain further quote.

**FS054 To consider events to mark end of WWI.**

Cllr. Silcok has a quote. Defer to Full Council.  
Cllr. Nicholls confirmed unable to change dates on the seat being considered.  
Suggested location for seat Lincoln Road approx. up from School opposite War Memorial.  
Event to mark end of WW1 to be Thursday 8<sup>th</sup> Nov. 2018 in afternoon at The Beeches Community Centre. Food – soup, sandwiches & cake.

Continued.....

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Continued .....

**FS055 To consider quote for additional email addresses for Councillors**

Clerk updated Councillors on error on cancelling what appeared to be an unused hosting service only to establish the website was actually hosted by the company. Action was only taken following incorrect advice given by the company. Website had now been re-established & was working properly. It would appear emails & website not hosted by same company. Councillors requested report from an IT professional re most efficient way to host both emails & website.

**FS056 To receive reports from Working Groups:**

- 01 Traffic & Highways – nothing to report.
- 02 Community Facility – nothing to report.
- 03 Christmas Fair - meeting earmarked for 14<sup>th</sup> June 2018 7.15pm.

**FS057 To note correspondence and items for next meeting**

Corresepondence –

- Letter from MP Robert Jenrick noting concerns over impact of GDPR on Parish Council.
- Letter from allotment holder expressing concerns that allotment had been sprayed with chemicals. Councillors agreed no spraying of weedkiller should take place on allotments. Clerk to write to all allotment holders.

**FS058 Date of next meeting 12<sup>th</sup> July 2018**

The meeting closed at 8.45pm

**CHAIRMAN’S SIGNATURE : .....**

**DATE : .....**

## INVOICES FOR APPROVAL 7th June 2018

## APPENDIX 'A'

FIRM	INVOICE NO.	DETAILS	NET	VAT	GROSS	CHEQUE NO.
The Play Inspection Company	TUXFORDT	Annual inspection	65.00	13.00	78.00	electronic
BDC	40017661	Office rent	1500.00		1500.00	electronic
Platts Harris	555918	compressor plus sundries	638.88	127.78	766.66	electronic
M.Pottinger	reciept	6 bags compost	60.00		60.00	electronic
Fasthost	45494755	web hosting annual fee	27.50	5.50	33.00	card
		<b>TOTAL</b>	<b><u>2291.38</u></b>	<b><u>146.28</u></b>	<b><u>2437.66</u></b>	

## DD

FIRM	DETAILS			GROSS	
NCC	92152285	April sals	5198.07		5198.07
Fuel Card Services	2467893	Admin charge	1.00	0.20	1.20
Fuel Card Services	2420199	Fuel charges	46.18	9.24	55.42
BT	SL46122376	Office phone line	53.51	10.70	64.21
			<b><u>5298.76</u></b>	<b><u>20.14</u></b>	<b><u>5318.90</u></b>

AUTHORISED BY:

## **FINANCE AND SERVICES COMMITTEE**

### **MEMBERSHIP, MEETINGS AND TERMS OF REFERENCE**

#### **1 Membership of the Finance and Services Committee**

- 1.1 The Committee consists of seven councillors, appointed at the Annual Council Meeting (ACM).
- 1.2 The Chairman and Vice-Chairman of the Council are also members of the Committee.
- 1.3 Vacancies on the Committee arising between ACMs will be filled by nomination at a Town Council meeting.

#### **2 Meetings of the Finance and Services Committee**

- 2.1 At its first meeting after the ACM the Committee will appoint a Chairperson who shall hold office until the next ACM.
- 2.2 The Committee will meet on the first Thursday of every month at The Beeches Community Centre. Notice of meetings and agendas will be sent to all members of the Committee and all other councillors three clear days before a meeting. Public notice of meetings and agendas will be displayed three clear days before a meeting.
- 2.3 Committee meetings will start at 19.00 hrs unless previously agreed for any particular meeting by the Chairperson in consultation with the Clerk to the Council.
- 2.4 Meetings of the Committee are public meetings. However, the Chairperson, in consultation with the Clerk, may deem some items on an agenda to be confidential. In these cases the public will be temporarily excluded from the meeting at the appropriate point on the agenda.
- 2.5 The quorum of the Committee shall be three members.
- 2.6 At the start of a meeting or immediately before an agenda item, members of the Committee must declare any personal or personal and prejudicial interest in an item. If a personal interest is declared, the member must disclose to the meeting the nature of the interest. If a personal and prejudicial interest is declared, the member must disclose to the meeting the nature of the interest and withdraw from the meeting room.
- 2.7 The rules of debate specified in the Council's Standing Orders shall apply to Committee meetings where they are appropriate.
- 2.8 Should it be necessary to have a vote in order to pass a resolution on any item, the vote shall be by a show of hands. The Chairperson will have a second or casting, vote.
- 2.9 The Clerk to the Council will service the Committee - preparing agendas and agenda items, attending meetings, taking minutes and taking appropriate action as decided by the Committee.
- 2.10 Any member of the Council not appointed to the Finance and Services Committee may attend meetings and take part in discussions, but cannot vote.

#### **3 Terms of reference of the Finance and Services Committee**

- 3.1 The role of the Finance and Services Committee, as delegated by the Council, is to:
  - Discuss and resolve what action to take on any matter concerning the maintenance and improvement of the town and its environment. This will include matters to do with the duties and workload of the Handymen, grass cutting, grounds maintenance, upkeep of the cemetery, town decorations, litter, street cleaning and allotments.

- Consider, annually, the Council's budgetary and precept requirements for the forthcoming financial year and report to the Council for decision.
- Review and revalue, annually, the Council's Asset Register. Receive reports and monitor, monthly, actual against budget expenditure and income and expenditure, taking action as appropriate.
- Authorise the ordering of and payment for, equipment, machinery, servicing and supplies in conjunction with the Clerk and within Council-approved budgetary limits. (Note that the Council has also delegated this power to the Finance and Services Committee Chairperson acting in conjunction with the Clerk in circumstances where decisions need to be made outside the Committee meeting cycle).
- Refer to the Council for discussion and resolution any matters which it considers should be dealt with by the Council. This may be because of factors such as the importance or sensitivity of the matter, the scale of the financial implications or because expenditure would be beyond budgetary limits.

**REVIEWED 7<sup>th</sup> June 2018**