

TUXFORD TOWN COUNCIL

Minutes of Finance and Services Committee meeting held on Thursday 7 March 2019

Present: Cllrs M Richards (In the Chair) E Bett, G Nicholls, J Moorhouse, M Phillips 2018/133

In Attendance: Clare Fox (Clerk) Martin Pottinger (Handyman), K Phillips (from 7:55pm) and 1 member of the public

FS160 Apologies – Acceptance and Approval

Apologies were received from Cllrs E Atkin and J Robinson. These apologies were approved. No apologies were received from Cllrs T Silcock and E Taylor

FS161 Declarations of Interest

There were none.

FS162 Approval and Signing of the Minutes of the meeting held on 7 February 2019

These were approved as a correct record and signed.

FS163 Matters Arising from those Minutes

1. Commemoration of the RAF – a quote has now been received from Mr R Summers and we await further drawings before it goes to full council for approval and discuss where to site the sculpture.

FS164 Finance

1. Invoices for Payment and Bank Reconciliation
Invoices as per Appendix A were approved, totalling £5,400.92 and bank reconciliation noted.
2. To consider price percentage increase for services supplied for year 2019.20
It was agreed that this will stay the same for 2019.20 but it will be on the 19 September 2019 full council agenda to discuss then.
3. Confirm Appointment of Internal Auditor
Appointment of Mr Phil Parkin was approved and he will be coming on 3 May 2019.
4. To consider Webpage and NALC training for the Clerk.
Cllr M Phillips is considering webpage options at the minute and will present to Full Council at the next meeting, webpage training for the clerk will be on hold until a decision is made on or after the 21 March 2019. To be discussed further at the full council meeting.
It was unanimously agreed for the clerk to attend 'New Clerk' training provided by NALC on the 11 March 2019.
5. To consider Town Clerk authorisation levels
Current authorisation level is £500. Referred to next full council meeting.

FS165 Town Maintenance and Equipment

1. To consider Town maintenance and plan/equipment requirements
Mr M Pottinger (handyman) has requested a replacement litter bin outside Costcutters, Lincoln Road. This is due to general wear and tear. There is also a requirement for a further two litter bins, one to be located on the Beeches and the other to be located on the corner of Ashvale Road and Lincoln Road. Clerk to contact BDC to obtain a quote for three Litter bins.

2. Clerk advised that the current printer is over 12 years old and does not have the option to scan. With a lot of things now done electronically she feels that this is an essential item to replace. Best option is in the region of £299.98 but she was asked to cost up the price of the ink cartridges and present her findings at the next Full Council Meeting.

Clerk advised that the current computer system is sufficient for the council's needs if it was updated from the current Microsoft 2007. There is no requirement to purchase a laptop, as previously approved, as the clerk works in the office four days a week. It was unanimously agreed by all councillors to approve to purchase Microsoft Office 365 Personal, McAfee Livesafe Premium 2019 and Knowhow Storage 2TB for the combined price of £79.00. This is a one year subscription that will need to re-newed annually.

Clerk also enquired whether she could purchase a digital voice recorder for minute taking of future council meetings. All councillors at this meeting approved but it was agreed to take it to Full Council Meeting to get full council approval. It was agreed and noted that the voice recorder would be erased after the minutes had been typed up and locked in the Tuxford Town Council office safe. It was also agreed and noted that there would need to be a notice put up advising that voice recording was in progress.

FS166 To observe/object to allocation of new address

Garden Cottage – 1b Blenheim Avenue – Noted and no objection

FS167 Update from Councillor on provision of lighting over town centre car park.

Cllr Atkin is to obtain electrician quotes, in Cllr Atkins absence no update could be obtained. To be discussed further at the next full council meeting.

Mr M Pottinger (handyman) advised that the trial of the solar lighting at the depot had not been a success due to the positioning of the light (facing the wrong way) and the short battery life. The light has now been removed.

FS168 To consider any views/objections regarding installation of Puffin Crossing - Newark Road

Noted and no objection.

Cllr J Moorhouse has asked that the zebra crossings on Market Place and outside the Church are re-painted. Clerk to contact NCC.

FS169 To receive update on quotes regarding improvements to entrance signs to the town

Referred to the next full council meeting

FS170 To consider commemorating 400th anniversary Mayflower Pilgrims Story

It was noted that the church is heavily involved in this and that we should consider doing something nearer the time, as it is in 2020. There was a suggestion of a possible standee. Referred to a future full council meeting on the 20 June 2019.

FS171 To consider attendance to Bassetlaw Rural Conference – 14 March 2019

Cllr J Moorhouse confirmed she will be attending this conference and will report back.

FS172 To note reports from Working Groups: (if any)

There were none

FS173 Items for next meeting & to note any correspondence received

Cllr J Moorhouse asked for the location and installation of the lighting on Clark Lane and Tuxford Town Car Park to be referred to the next full council meeting to ensure a decision is made and the work is carried out as soon as possible.

Mr M Pottinger would like a decision to be made on the annual summer floral displays. Closing date for quotes was 1 March 2019. Referred to next full council meeting for a decision.

Clerk advised that she had received correspondence from Dream Team Theatre Company who are a travelling theatre group offering a Beauty and the Beast Pantomime in November and December 2019. As Tuxford Town Council do not have the facilities to cater them, Cllr E Atkin is speaking with Tuxford Primary Academy and Cllr J Moorhouse is going to approach Tuxford Academy to enquire whether they would be interested.

FS174 Date of Next meeting

4 April 2019

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

CHAIRMAN SIGNATURE:

DATE: