

MINUTES OF THE AUDIT COMMITTEE HELD

ON WEDNESDAY 17th July 2024 – 10.00am

Present:- Cllr S Smith (Chair), Cllr J Wells, Cllr P Colbert

In Attendance :- R Nunn (Clerk), Helen Brown (admin Assistant) and Steve Nicholls (Events Centre Manager)

1. Apologies for Absence

Cllr J Bend

Noted

2. Events Centre – Update

Members discussed the events centre procedure on line cleaning and the financial implications, other issues relating to stock taking, cancellation of events and other functions. It was requested a food ledger be introduced for future audits.

Members requested a full financial breakdown of forthcoming events to be presented at the next Audit Committee Meeting.

3. Maintenance

Cllr Wells read a report on responsibilities within the Parish regarding grass maintenance within the village, members discussed the tasks weekly undertaken by the Parish Council Maintenance Team.

4. Grass Cutting – Quote

Members discussed a quotation received for the grass cutting services at Skinner Street Cemetery, Cricket Pitch

– Multi Sports and the area at the rear of the Creswell Heritage & Wellbeing Centre.

To be taken to full council

Members further discussed maintenance staff hours and responsibilities, the following outcome is to be addressed:

Goal Posts – Fox Green

Old Bin – East Street

Markland Weeds under matting/Rubber Matting

Tender Contract

Maintenance Team Hours/Responsibilities

Report/Update on play areas

Cemetery – Phase 2 – Standards

Multi Sports – Cricket Club – Standards and responsibilities

A Meeting is to be arranged with Cllr Smith & Wells with the contractor who has tendered for grass cutting.

5. Finance

Member requested an asset & finance timetable check to be presented to the next Audit meeting.

6. Any Other Business

Discussions were held on the Markland Campus and the responsibility of maintenance/cleaning it was agreed that ongoing monitoring and reports be made to the Parish office with respect to ongoing maintenance.

Meeting closed 11.40am

Signed(Chairman) Date