

# Brinsworth Parish Council

## MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 25 JANUARY 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Cllr D Barry

Councillors : Cllr R Bowler, Cllr A Buckley, Cllr D Dyson, Cllr Mrs P Gregory, Cllr Mrs M Hughes, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr Mrs J Tompkins

Officers : Mrs G Blank

### **2353f Public Question Time (20 minutes)**

There were no members of the public in attendance.

### **2354f Apologies**

Apologies were received from Cllr Barry and the reason was approved.

### **2355f Declaration of Members' Interests**

The Chairman asked Councillors to make any declarations of interest prior to the relevant item being discussed.

### **2356f Approval of the Minutes of the Meetings held on :-**

19th December 2017 and 11th January 2018

RESOLVED: That the minutes of the meetings held on the 19th December 2017 and 11th January 2018 are true and accurate records.

### **2357f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary**

There were no ongoing issues to discuss.

### **2358f Financial Report**

The Clerk reported that the current bank balances totalled £708,088.00 as at the 25th January 2018. Copies of the bank reconciliation as at 31st December 2017 had been circulated in advance and the Chairman confirmed that the bank statements and bank reconciliation balanced for the period.

RESOLVED: That the financial reports are approved.

### **2359f Receipts & Payments**

- To risk assess the receipts and payments for December 2018

The Clerk presented the list of receipts and payments to Councillors and they were reconciled against the bank reconciliation.

RESOLVED: That the receipts and payments lists for December 2017 have been risk assessed and approved.

- To risk assess the petty cash

There was no petty cash reimbursement to reconcile.

- To approve the payment of the outstanding invoices

The Clerk made Councillors aware of the outstanding invoices and presented the list for approval.

RESOLVED: That the outstanding invoices presented are approved for payment.

### **2360f Sports Activities**

- To consider supporting an Awards for All bid with Brinsworth Academy

The Clerk reported that due to the Parish Council already supporting Brinsworth Bowling Club with their grant application they would be unable to support any further applications for the next 12 months.

- To consider and approve supporting Active Regen with the Activities for Residents for 2018 (document forwarded)

The Clerk reported that the match funding required in 2018 by the Parish Council had increased by £1,290 from last year due to the inclusion of Tuesday night support at KidZone. Councillors discussed the current service provided. It was agreed that the activities for older residents were well attended and worth supporting but the Councillors were unsure whether the same could be said for the youth activities.

RESOLVED: That the current service provided by Active Regen be retained until the end of February whilst alternatives can be looked into..

### **2361f Disposals**

- To approve the disposals of surplus equipment

Honda Strimmer - new and unused but out of warranty. The Clerk reported that the Parish Council had been offered £150 by a third party. Cllr Williams offered to pay the current retail price for the item as he wanted to donate it to a local school.

Surplus Floor Buffer - very old and not PAT tested but still works, the Clerk gave Councillors an idea of what a similar product is sold for on ebay. Cllr Bowler expressed an interest in the floor buffer and offered to pay the current retail price.

Leaf Blower - Cllr Williams offered to pay the current retail price for the item as he wanted to donate it to a local school.

RESOLVED: That the items be sold to those Councillors interested at current market price and that the items be taken off the itinary register.

Cllrs Bowler and Williams did not have their vote and declared a pecuniary interest in the agenda item.

### **2362f Play Equipment**

- To approve repairs to the Skatepark identified from inspections by RMBC

The Clerk reported that, after the monthly play area inspections, repair work was identified on the skatepark at Millennium Park. The Clerk provided a quote she had received for £3,800. Councillors discussed the costs.

RESOLVED: That Clerk obtain another quote to ensure the quote was competitive and gave approval for the works to be completed up to the value of the quote already received.

### **2363f Resource Centre**

- To receive an update

The Clerk provided the following update.

The Brickwork is now just over 50% complete and is currently running approximately 2 weeks behind schedule due to the weather. Additional brick layers are to be brought on site to catch up.

The retaining wall is back on schedule and is the priority to get finished, the decorative brickwork will follow.

It is anticipated that the roof will start going on in 4 weeks time, when the brickwork will be completed, followed by the windows and doors. It is hoped that the internal works will commence in approximately 6 weeks time.

The Parish Council needs to make some urgent decisions to prevent delaying the project:

- Kitchen / bar indicative layout
- Canopy design - to enable Cadam to obtain quotes
- Sign design
- Solar Panels - Cadam now have 3 quotes available

The Clerk suggested that a Project Management group meeting be arranged for early next week to discuss the outstanding decisions and bring back recommendations to the rest of the Parish Council.

RESOLVED: That the Clerk arrange a meeting with the Project Management Group and recommendations be presented at the next Premises meeting on 1st February for full council approval.

### **2364f Staffing Issues \***

- To receive an update on the caretakers post

Prior to the meeting the Clerk had forwarded to Councillors the notes from her meeting with the Caretakers and Cllr Williams.

The issues raised in the notes were discussed and suggestions were made on how to resolve the issues.

RESOLVED: That the Clerk amend the Caretakers current contracts to reflect their current work arrangements in conjunction with YLCA advice.

- To approve the job description and terms and conditions of the Centre Manager

The Clerk reported that the job description was still not in a position to be approved and suggested that this is an item that needs discussing at the Project Management meeting.

The Clerk was asked to check with the Big Lottery who should employ the Centre Manager under the current funding arrangements.

- To approve the placement of the advert in local and regional press

The Clerk was asked to get up to date advertising prices for the local and national press and also for online recruitment sites.

**2365f Budget \***

- To approve the 2018/2019 draft budget

Cllr Saxton asked if she could be sent another copy of the draft budget as her version was incomplete.

The Clerk informed Councillors that once the Centre Charity was established the budget would need to be split between the two entities. Councillors discussed the budget headings and accepted that there would need to be some amendments to the budgets at a later stage.

RESOLVED: That the first draft budget be approved.

Cllr Buckley asked that the events dates for 2018 be included in the next agenda for approval.

MEETING CLOSED AT 20:35