

# Brinsworth Parish Council

## MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 22 MARCH 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Cllr D Barry

Councillors : Cllr A Buckley, Cllr Mrs P Gregory, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton

Officers : Mrs G Blank

### **2381f Public Question Time (20 minutes)**

There were no members of the public in attendance.

### **2382f Apologies**

Apologies were received from Cllrs Bowler, Dyson, Hughes and Tompkins and the reasons given were approved.

### **2383f Declaration of Members' Interests**

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

### **2384f Approval of the Minutes of the Meeting held on :-**

22nd February 2018

RESOLVED: That the minutes of the meeting held on 22nd February 2018 are approved as a true and accurate record.

### **2385f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary**

2370f (2362f) - The Clerk advised that the repair works on the Skatepark had been completed.

2376f - The Clerk advised that the Bowling Club had passed on their thanks for the reduction in green fees for the 2018/19 season.

### **2386f Financial Report**

The Clerk reported that the current bank balances totalled £617,534.55 as at the 22nd March 2018. Copies of the bank reconciliation as at 28th February 2018 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.

### **2387f Receipts & Payments**

- To risk assess the receipts and payments for February 2018

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

RESOLVED: That the receipts and payments lists for February 2018 have been risk assessed and approved.

- To risk assess the petty cash reimbursement

The Clerk presented the petty cash reimbursement and list of transactions to Councillors and reconciled it against the payments list.

RESOLVED: That the petty cash reimbursement has been risk assessed and approved.

- To approve the payment of outstanding invoices

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

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

### **2388f Insurance**

- To approve the renewal under a 3 year agreement from 1st April 2018

The Clerk informed Councillors that Came & Company had reviewed the Parish Council's insurance premiums and made their recommendations. The Clerk asked Councillors if they wished to commit to a 3 year deal or just an annual renewal. It was agreed that under the present circumstances it would be better just to take on the annual renewal.

RESOLVED: That the insurance premium renewal be accepted on a 1 year basis.

### **2389f St George's Churchyard**

- To approve a donation to The Rivers Team as a contribution towards the grounds maintenance costs during 2018

The Clerk asked Councillors if the Parish Council were willing to contribute towards the annual grass cutting charges at St George's Churchyard as in previous years. The majority of the costs are met by the Church from burials and the Parish Council have previously made up any shortfall.

RESOLVED: That the Parish Council contribute £555 towards the cost of grass cutting at St George's Churchyard.

### **2390f Hanging Baskets**

- To approve the planting of hanging baskets by Brinsworth Academy at £24 per basket

Cllr Buckley declared a pecuniary interest in this item as a School Governor.

Brinsworth Academy have approached the Parish Council with regards to the hanging baskets for 2018. The cost per hanging basket is £24 and 80 hanging baskets are required.

RESOLVED: That the purchase of plants for 80 hanging baskets from Brinsworth Academy at a cost of £24 per basket is approved.

### **2391f Donations**

- To consider a donation to Rotherham Holiday Aid

A request had been received for a donation towards the Rotherham Holiday Aid charity. Councillors agreed that it was a worthy cause and discussed how much to donate. It was also suggested that the charity be approached to write a small piece for the next edition of the Parish Council newsletter.

RESOLVED: That a donation of £200 to Rotherham Holiday Aid is approved.

### **2392f Training**

- To consider and approve employing an external consultant to review, advise and train on cleaning issues at the Pavilion.

The Clerk expressed her concerns around the lack of recorded training for staff and especially the Caretakers. After taking advice from RMBC Facilities Manager, Kim Phillips, the Clerk has issued all staff with a list of required uniform that they must comply with.

The Clerk asked Councillors to consider approving the use of RMBC to review, advise and train Parish Council staff in the correct procedures and practices for cleaning public buildings. Based on the quote the Clerk has received this will cost no more than £700.

Councillors discussed the matter.

RESOLVED: That the Clerk can obtain the services of RMBC to advise and train Brinsworth Parish Council staff on the correct way to clean a public facility up to the value of £700.

### **2393f Staffing Issues \***

- To receive an update on the Caretakers post

The Clerk updated Councillors on the meeting with the Caretaking staff. The meeting highlighted the fact that there are no induction plans in place for new staff and no staff training records are kept.

Issues that came out of the meeting were discussed and the possibility of implementing a clocking in system for all staff was discussed. The Clerk was asked to look into this further.

- To approve amendments to staff terms and conditions

The Clerk informed Councillors that there are inconsistencies across Parish Council staff terms and conditions and asked if all staff contracts can be reviewed to make them all consistent and lawful. Councillors discussed the proposal.

RESOLVED: That the Clerk review all Parish Council staff contracts to ensure consistency and fairness and once completed return to the Parish Council for final approval.

### **2394f Staff Salaries Annual Review \***

- To consider the extent of any increase in employee salary rates for 2018/2019

The Clerk informed that Parish Council that the national minimum wage would be increasing to £7.83 an hour from 1st April 2018 and that this affected 3 members of staff. The clerk also informed the Councillors that the Parish Council's pension contribution liability will increase to 3% from April 2018. The Clerks pay increase is decided as part of the NJC rates and Councillors were asked to consider the pay increase for all other staff.

RESOLVED: That excluding the Clerk and those staff on the minimum wage, all other Brinsworth Parish Council employees be given a 2% pay award for the 2018/19 financial year.

### **2395f Risk Assessment**

- To consider the business risks and approve the controls

The Clerk explained to Councillors that she wasn't aware of this piece of work and requested more time to do a thorough job.

RESOLVED: That this item be deferred to an alternative meeting.

### **2396f Review of Effectiveness of System of Internal Control \***

The Clerk explained to Councillors that she wasn't aware of this piece of work and requested more time to do a thorough job.

RESOLVED: That this item be deferred to an alternative meeting.

### **2397f Review of System of Internal Audit \***

The Clerk explained to Councillors that she wasn't aware of this piece of work and requested more time to do a thorough job.

RESOLVED: That this item be deferred to an alternative meeting.

### **2398f Resource Centre**

- To receive an update

The Clerk and Chairman updated Councillors on the recent site meeting and confirmed that the building was approximately 4 weeks behind schedule due to the weather. The kitchen, bar, CCTV, canopy and sign are all still outstanding issues.

The Chairman advised Councillors that he had been trying to source an alternative flooring that would save the Parish Council money but still meet the demands of the users. The Councillors discussed the flooring and agreed that it was prudent to save money were possible.

RESOLVED: That the alternative flooring for the main hall is approved.

The Parish Council have been asked to look at the mechanical and electrical requirements inside the new building and inform the contractor where TV points, plugs, projectors etc are required. Councillors discussed the requirements.

RESOLVED: That The Centre Project Management group look at the mechanical and electrical requirements of the new building and report directly back to the contractor.

The Clerk advised Councillors that at the next Premises meeting the Councillors will need to approve other internal fixtures and fittings.

MEETING CLOSED AT 21.10