

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 26 APRIL 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

2399f Public Question Time (20 minutes)

There were no members of the public in attendance.

2400f Apologies

There were no apologies received.

2401f Declaration of Members' Interests

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

2402f Approval of the Minutes of the Meeting held on :-

22nd March 2018

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

2403f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2391f - Donations - The Clerk informed Councillors that a letter of thanks had been received from Rotherham Holiday Aid

2392f - Training - The Clerk reported that Kim Phillips at RMBC had visited the existing premises to assess what cleaning is required and has gone away to develop a plan of action.

2404f Financial Report

The Clerk reported that the current bank balances totalled £722,447.32 as at 26th April 2018. Copies of the bank reconciliation as at the 31st March 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.

2405f Receipts & Payments

a) To risk assess the receipts and payments for March 2018

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

RESOLVED: That the receipts and payments list for March 2018 have been risk assessed and approved.

b) To risk assess the petty cash reimbursement

The Clerk presented the petty cash reimbursement and list of transactions to Councillors and reconciled the amount against the list of payments. Councillors requested that the actual receipts be available to check on an ad hoc basis in future.

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

c) 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.

2406f Equipment

- To approve the purchase of a Leaf Blower at a cost of £299

The Clerk reported that the Attendants have been trying different models of leaf blower and had chosen the preferred model. Councillors discussed the proposal.

RESOLVED: That a new Leaf Blower at a cost of £299 be purchased.

2407f Computers

- To approve the purchase of computer equipment for the Centre Manager and Assistant Manager

The Clerk asked Councillors to consider the purchase of IT equipment for the new Centre staff starting in June. Councillors discussed what equipment they may need such as laptops, printer and mobile phones. The Clerk was asked to look into some prices and report back to Councillors.

2408f St George's Churchyard

- To confirm the value of contribution to The Rivers Team for grass cutting at St George's Churchyard

The Clerk reported that the original cheque had been made out incorrectly to Friends of St George's Churchyard and that the amount of £555 was also incorrect. A revised cheque for £200 had been issued and the Clerk wanted to confirm that this was correct with Councillors.

RESOLVED: That the revised cheque for £200 to The Rivers Team is approved.

2409f Contracts

- To approve how the Parish Council engages contractors to tender for projects

Cllr Williams raised his concern over the amount of work the Parish Council had recently tendered for and wanted to ensure that the Parish Council were adhering to correct procedures. The Clerk reported that according to current standing orders the Parish Council were not in breach of any financial regulations and this year had been an exceptional year for such activities due to the building of the Centre.

Any revisions to the tendering process will need making in standing orders and this is reviewed annually at the Councils annual meeting.

Councillors asked if it was worth trying to establish a list of approved contractors and the Clerk said she would ask RMBC if the Parish Council could have access to theirs.

RESOLVED: That the Parish Council review the process for tendering at the Annual meeting on 17th May 2018 and amend as necessary.

2410f Sports Activities

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

The Clerk asked Councillors if they would consider supporting John Bell with his Awards for All bid for out of school activities for pupils from Brinsworth Schools. There are no financial implications for the Parish Council and will only act as custodians of the funds as in previous years. The Clerk informed Councillors that there maybe scope to get these activities held in the Centre in future.

The Clerk informed Councillors that 2 grants per year can be applied for once the Brinsworth Community Trust is established.

RESOLVED: That the Parish Council support an Awards for All bid with Brinsworth Academy.

2411f Risk Assessment

- To consider the business risks and approve the controls

The Clerk issued Councillors with copies of the risk assessment scheduled for the financial year 2017/18 and apologised that it had not be produced in time for March's Finance meeting.

The Clerk highlighted the changes and outstanding actions and areas of risk for consideration. Councillors discussed the risks and noted particularly the risk of holding the majority of the Council's

finances in one bank account whilst the Centre is under construction. The Clerk felt that in hindsight some of the accounts had been closed prematurely. Once the overall financial position of the Parish Council is known when the Centre is completed the Clerk will look at setting up a new account along with an account for the Centre.

RESOLVED: That the Risk Assessment for the financial year 2017/18 be approved.

2412f Review of Effectiveness of System of Internal Control *

The Clerk informed Councillors that the effectiveness of the system of internal control should be reviewed on an annual basis and had produced a statement of internal control and review of effectiveness for the year 2017/18 which highlights all the processes in place. Councillors reviewed the statement and discussed any points raised.

RESOLVED: That the effectiveness of the system of internal control statement for 2017/18 be approved.

2413f Review of System of Internal Audit *

The Clerk informed Councillors that the system for internal audit should be reviewed on an annual basis. In order to assist this process information received from YLCA and the external auditor was utilised.

The Clerk highlighted the scope of the internal auditor and informed Councillors that the Parish Council should employ a competent and independent internal auditor who can complete all the outcomes expected by the external auditors. The Clerk reported that there were no issues reported in the previous year by the external auditor.

RESOLVED: That the effectiveness of the system of internal audit be approved.

2414f Resource Centre

a) To receive an update

The Clerk updated Councillors on progress following the site meeting held on 25th April 2018. The roof is anticipated to be completed early next week and the scaffolding will then be taken down, the windows and doors can then be fitted. The air conditioning is already being installed by the sub contractor and the partition walls are due to start being built next week. Cadam will then need the electrical requirements for the bar and kitchen areas. Completion date is now anticipated to be mid July and the Centre Manager and Assistant Manager will hopefully take up their posts sometime in June.

b) To consider and approve any outstanding issues regarding the Centre

1) Bar / Kitchen layout - The Clerk shared drawings provided by Whiteheads, interior designers, for both the bar and kitchen areas and Councillors discussed the plans. The Clerk informed Councillors that in order to get full plans suitable for Cadam's requirements Whiteheads would need a firm commitment from the Parish Council that they would be using their services. The Clerk shared an indicative cost with Councillors and explained that this would depend on the level of specification the Council choose. The Clerk also explained that the other quotes received have only been for the Café area. The Clerk suggested that a £50,000 budget be allocated for the bar and kitchen and that the Parish Council should engage Whiteheads who will project manage the whole thing. The Clerk also informed the Council that Whiteheads had recently refurbished the Phoenix bar area if they wished to view their work. Councillors discussed the issues.

RESOLVED: That Whiteheads be engaged to design and install the bar and kitchen area for the Centre.

2) AV equipment - The Clerk reported that she had received 2 quotes for the AV equipment which were miles apart on price, she had not had time to check how different the specifications were. It was agreed that a 3rd quote should be obtained.

3) The canopy design and sign are still outstanding. Cadam have agreed to supply examples of canopies that are within the tendered budget, if these are not suitable the Parish Council will have to source their own canopy and pay the difference.

The Clerk reported that she has chased up the signage company for a quote.

4) External Lights - Cadam have suggested some alternatives for the external lighting to the front of the building to prevent dark spots. In principle the Councillors had no objects to the suggestions but

asked the Clerk to clarify a few points before they make a final decision.

5) Induction Loop - The Clerk reported that she has contacted Action for Hearing for advise on this issue and will report back.

6) Telecoms package - The Clerk reported that she is working with Cadam on this.

7) Internal Doors - The doors proposed by the Contractor were discussed, the Clerk suggested that these should be accepted and replaced at a later date if necessary. Cllr Williams asked the Clerk to check that the locks to the external doors all comply with regulations.

RESOLVED: That the internal doors suggested by Cadam be approved and request that they are lockable.

8) IT Networks - this is an issue not raised before and will need looking into. The Clerk will ask those sub contractors supplying the AV quotes to look at quoting for this work too.

9) Externals - The Clerk informed Councillors that Cadam were hoping to hold another meeting to discuss the external fencing, bin stores etc. next week and the Clerk informed Councillors that she would provide an update afterwards.

c) To consider and approve any outstanding issues regarding Brinsworth Community Trust.

The Clerk reported that the advertisement for the Non Parish Council Members needs writing and asked Cllr Barry for his assistance.

2415f Brinsworth Library

- To receive an update

The Clerk provided Councillors with an update.

a) The Clerk is chasing the technical drawings for the library raft, ramp and steps from John Box Associates.

b) An estimate of costs have now been submitted to RMBC and are awaiting approval at a Council meeting to be held on the 22nd May 2018.

The Chairman asked the Clerk to find out the terms of the Section 106 agreement as he was anticipating earning interest on the monies.

At 21:00 the Chairman moved standing orders.

The Chairman asked Councillors to consider taking steps to rectify potential subsidence issues inside the Pavilion by building a retaining wall along Field View. If this area was to be filled in and levelled off it could be offered to the Nursery as a play area. Councillors discussed the proposal and the Clerk was asked to look at the Insurance Policy to see if the Parish Council is covered for subsidence.

MEETING CLOSED AT 21.10