

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 24 MAY 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Not Present

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

2419f Public Question Time (20 minutes)

The Parish Council Litter Picker attended the meeting to express her concerns over the amount of litter she is having to clear daily from outside the shops on Brinsworth Lane. She feels that the shop owners should take more responsibility for the rubbish left outside their properties. She feels that the Parish Council need to work with shop owners and doesn't think just writing to them would be sufficient, she asked if Councillors would be prepared to talk to the shop owners face to face and request their co-operation. Cllr Buckley said that he would speak to RMBC Enforcement team and Environmental Health to look at the area and write to the shop owners. Councillors asked the Clerk to write to both Brinsworth Academy and the shop owners.

2420f Apologies

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

2421f Declaration of Members' Interests

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

2422f Approval of the Minutes of the Meetings held on :-

26th April 2018 and 3rd May 2018

RESOLVED: That the minutes of the meetings held on the 26th April and 3rd May 2018 are approved as true and accurate records.

2423f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

Matters Arising

2403f (2392f) - The Clerk informed Councillors that the training for the caretakers was arranged for the 29th May 2018 and updated them on some recent issues.

2406f - The leaf blower has been purchased and the Attendants are extremely pleased with it.

2424f Financial Report

- To receive and approve the financial reports

a) Bank reconciliation

The Clerk reported that the current bank balances totalled £669,977.86 as at the 24th May 2018. Copies of the bank reconciliation as at the 30th April 2018 had been circulated in advance and the Chairman confirmed that the bank statements and bank reconciliation balanced for the period.

RESOLVED: That the bank reconciliation is approved.

b) 2017/2018 year end report

The Clerk explained any variations to the budget at year end and informed Councillors that she had no concerns to report. The financial documents for 2017/18 have been passed to the internal auditor for examination,

RESOLVED: That the year end report is approved.

c) Review of earmarked reserves

The Clerk explained to Councillors how she suggested any balances be allocated to reserves and informed them of the current balances and any committed spend against them.

RESOLVED: That £60,000 from the general fund account be transferred to the Resource Centre fund to cover the costs of the bar, kitchen and café area and that the earmarked reserve balances are approved.

d) To approve the final 2018/2019 budget

The Clerk reported that she had updated the 2018/19 budget to include The Centre staff costs and Big Lottery income and the library build costs and income. She has also gone through each budget heading to adjust budgets to a realistic level based on 2017/18 spend to be able to allocate funds where they are needed such as Christmas decorations and The Weekend to Remember costs.

RESOLVED: That the 2018/19 budget amendments are approved.

2425f Receipts & Payments

a) To risk assess the receipts and payments for April 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 lists for April 2018 have been risk assessed and approved.

b) To risk assess the petty cash reimbursement

The Clerk reported there was no petty cash reimbursement for April 2018.

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.

2426f Donations

a) To consider a donation to The Rivers Team towards the felling of several large trees at St George's Churchyard

CLLr Gregory declared her interest in this item and signed the register.

The Clerk read out an email received from The Rivers Team asking for a donation towards the cost of felling trees in St George's Churchyard. Councillors discussed the request.

RESOLVED: That a donation of £355 be made to The Rivers Team towards the cost of felling trees at St George's Churchyard.

b) To consider a donation for a trip by a Brinsworth Scout to the 24th World Scout Jamboree to West Virginia

The Clerk read out a request from a local scout for a donation towards his fund raising efforts to attend the 24th World Scout Jamboree in West Virginia. The Clerk informed Councillors that under Section 137 regulations the Parish Council may not make donations to an individual as any donation has to benefit some or all Parishioners. The Parish Council could choose to donate to the scouts organisation should they submit the request.

RESOLVED: That the Clerk respond to the Scout informing him that the Parish Council are unable to offer a donation due to financial regulations they must adhere to.

2427f Equipment

a) To approve the purchase of office furniture

The Clerk informed Councillors that she was pursuing acquiring furniture free of charge and would resubmit the request should this not prove successful.

b) To approve the purchase of 3 Apple MacBook's

The Clerk asked Councillors to approve the purchase of 3 Apple MacBook's and Office 365 software at a cost of £3,226.99 and Councillors discussed the issue. It was agreed that any costs relating to equipment purchased for The Centre is recorded separately.

RESOLVED: That the purchase of 3 Apple MacBook's is approved.

c) To approve the purchase of an A3 printer

The Clerk asked Councillors to consider and approve the purchase of a A3 printer at an approximate cost of £150/£170 and Councillors discussed the request.

RESOLVED: That the purchase of an A3 printer is approved up to the value of £170.

d) To approve the purchase of 3 mobile phones

The Clerk informed Councillors of a quote she had received for 3 contract mobile phones but explained she thought only 2 were required at this time. Councillors consider the request and asked the Clerk to check for other mobile deals and ask the new Centre Manager and Assistant Manager if they would need a work mobile before a decision is made.

e) To approve the purchase of a carpet/upholstery cleaner

The Clerk asked Councillors to consider the purchase of an upholstery cleaner for the carpets and furniture in the Centre. She explained that the old committee chairs are in need of cleaning before being put in the Centre. Councillors discussed the merits of purchasing a machine against hiring one as and when required.

RESOLVED: That the purchase of an upholstery cleaner be put on hold until the demand for one was known and that the Clerk is authorised to hire an upholstery cleaner for the cleaning of the Committee Room chairs.

2428f Common Land on St George's Drive

- To grant access permission for the owner of a property which backs onto the Common Land to fell a tree

The Clerk read out a letter from a local resident requesting access to their property over the Common Land to fell a tree on their property.

RESOLVED: That permission be granted to the resident with the condition that the site is left as they find it.

2429f Staffing Issues *

- To approve amendments to the staff contracts

The Clerk ask Councillors to approve the amendments to staff contracts previously circulated for their consideration.

RESOLVED: That the amendments to staff contracts are approved.

2430f Resource Centre

a) To receive an update

The Clerk informed Councillors that she would summarise tenders received for Telecoms, IT and AV ready for their consideration at the next meeting.

At the recent site meeting the canopy and sign were discussed. The budget for the canopy only allows for a very plain and simple canopy anything more elaborate will be costly to the Parish Council. The Clerk had asked the meeting if there was any requirement to have a canopy and whether the money would be better spent on a more impactful sign and the answer was that there was no requirement. The Clerk has asked a local sign company, who have already expressed an interest in supplying the sign, to come up with alternative sign suggestions if the canopy is excluded.

Whiteheads have suggested that Councillors visit their site again to choose the colour scheme and final design of the bar and café and the Clerk said she would arrange the meeting.

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

The Clerk showed Councillors various samples of floor covering and asked them to choose their preferred options for each area.

1. Floor covering meeting room (Committee Room) - Polynesian Beige carpet tiles
2. Resource Centre - Melanesian Grey carpet tiles
3. Kitchen/bar/café flooring - Rainstorm vinyl flooring
4. Reception area/café seating area - European oak wood effect vinyl flooring.
5. Toilet flooring - Feldspar vinyl flooring
6. Toilet cubicle doors and vanity units - American Oak and light grey.

The vinyl in front of the bar to be decided once the colour scheme of the bar is known.

The Clerk asked Councillors to consider the colour of the external block paving and Councillors asked for samples to be supplied.

Councillors will need to consider the positioning of litter bins and cigarette bins outside of the Centre at a future meeting.

2431f Brinsworth Library

- To receive an update

The Clerk had no update available.

MEETING CLOSED AT 21:10