

Brinsworth Parish Council

MINUTES OF THE SPECIAL FINANCE MEETING HELD ON THURSDAY 21 JUNE 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Cllr D Barry

Councillors : Cllr R Bowler, 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 : G Blank

2432f Apologies

Apologies were received from Cllr Buckley and the reason given was accepted.

2433f Declaration of Members' Interests

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

2434f Audit

- To receive and approve the Internal Audit report for 2017/2018

The Clerk had circulated copies of the Internal Audit report for 2017/18 prior to the meeting. It confirmed that the books and the accounts of the Parish Council were in good order and there were no issues of significance to report to Councillors. As a result the auditor had completed section 4 of the Annual Return.

RESOLVED: That the Internal Auditors report for 2017/18 be accepted.

2435f Approval of Annual Return

- To approve sections 1 and 2 of the Annual Return for 2017/2018

Councillors considered the statements contained in Section 1 of the Annual return (Annual Governance Statement) and agreed that the answer was 'yes' in each case.

RESOLVED: That Section 1 of the Annual Return for 2017/18 (The Annual Governance Statement) be approved.

The Clerk presented the figures for Section 2 of the Annual return (Accounting Statements) and explained to Councillors how they related to the Income and Expenditure Account and Balance Sheet for the year ending 31 March 2018. The Clerk explained to Councillors the variances from the prior year. Councillors considered the figures.

RESOLVED: That Section 2 of The Annual Return for 2017/18 (Accounting Statements) be approved.

2436f Staffing Issues *

- To receive an update on the Caretakers posts

The Clerk informed Councillors that one of the Caretakers had handed in his resignation and she read out the letter she had received. Councillors noted that the letter was not dated or properly signed and would therefore need to be resubmitted in a more formal manner before the resignation was accepted. The Clerk agreed to contact the Caretaker in order to obtain the appropriate documentation.

The Clerk informed Councillors that the remaining Caretaker was able to cover the

workload with the exception of the Monday evening late night lock up. Instead this will be dealt with by the other staff on a rota basis until the hirer moves to The Centre.

- To consider any further action

The Clerk informed Councillors that under the circumstances she had waived the Caretakers obligation to work his notice period and asked for the authority to still pay him. Councillors discussed the issue.

RESOLVED: That upon receipt of an appropriate letter of resignation the Clerk pay the Caretaker the 4 weeks notice period owed.

MEETING CLOSED 18:30

* Press and Public Excluded