

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 28 JUNE 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Cllr D Barry

Councillors : 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 : G Blank

2437f Public Question Time (20 minutes)

A representative from Early Help and Family Engagement was in attendance to discuss the proposed collaborative working with Brinsworth Parish Council to provide activities for Brinsworth youths. Please see agenda item 8.

2438f Apologies

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

2439f Declaration of Members' Interests

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

2440f Approval of the Minutes of the Meetings held on :-

24th May 2018 and 21st June 2018

RESOLVED: That the minutes of the meetings held on the 24th May 2018 and 21st June 2018 are approved as true and accurate records.

2441f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2419f - Letters have been written to the shop owners in Brinsworth and will be delivered as soon as possible. The Clerk had previously circulated to Councillors a letter sent by Brinsworth Academy to parents regarding litter at lunch times, Councillors acknowledged the letter. The Clerk informed Councillors that a new shop owner had taken over at the bottom of Duncan Street, the owners have made a huge improvement to the area surrounding the shop and in the Parish Councils litter pickers opinion have gone above and beyond. The Clerk suggested that she write to these owners and thank them and Councillors agreed that it was a good idea.

2427f (a) The Clerk confirmed that she had obtained additional furniture required for the offices free of charge.

2427f (c) The Clerk informed Councillors that she had chosen not to purchase the printer at this point as the ink cartridges are expensive and therefore withdrew her initial request. She will source a more cost effective model and bring it back to the Parish Council for their consideration and approval.

2436F - The Caretaker is to submit a more formal resignation letter by the end of the week. The attendants are covering the late night Monday lock ups on a rota basis until the hirers relocate back to The Centre.

2442f Financial Report

The Clerk reported that the current bank balances totalled £570,669.45 as at 28/06/2018. Copies of the bank reconciliation as at the 31st May 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.

2443f Receipts & Payments

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

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

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

b) To risk assess the petty cash reimbursement

The Clerk showed Councillors the Petty Cash reimbursement record and the Chairman read out any large amounts.

RESOLVED: That the petty cash reimbursement for May 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.

2444f Young Peoples Services

- To approve the funding of activities provided by Rotherham Youth Services

The representative from Early Help and Family Engagement attended the meeting to discuss the proposal to work collaboratively with Brinsworth Parish Council on providing activities for Brinsworth Youths. He outlined the future of the service and was confident that no alterations to service delivery would take place until the end of March 2019. He reassured Councillors that their contribution would be earmarked for Brinsworth youths and the funds kept in a separate bank account not linked to RMBC, they are however audited annually by RMBC. When asked he confirmed that no other Parish Council contributes funds in this way. The service is currently run on a small budget, Ward Councillor donations and asking for small contributions from the users. His team are more than happy to work alongside Cllr Bowler to deliver the activities identified on the schedule he circulated to Councillors. Success of the scheme would be measured by take up and follow throughs and he reassured Councillors that evaluation reports would be submitted as and when required. He is hoping to learn and build on this initiative and roll it out to other Parish Councils. The representative left the meeting and Councillors discussed the options of funding the proposed activities.

RESOLVED: That the proposed activities to the end of October are approved and subject to the success of these consideration will be given to supporting further activities at a future meeting.

2445f Staffing Issues *

a) To receive an update on staffing issues

Cllr Barry updated Councillors on the current position with The Centre Manager who

was delaying her start by a month, at the most, to enable her to move home before she starts as she currently doesn't feel she can give the position the energy it requires.

Cllr Barry updated Councillors that he had now completed his report on the grievance received and that a sub-committee of the staffing committee now needs to be formed to decide the next steps.

b) To review the working hours of the Clerk and Assistant Clerk

The Clerk explained to Councillors that due to the unprecedented workload she had worked more hours than they had approved and asked if they would approve payment of these hours. Councillors discussed the issue and work loads going forward.

RESOLVED: That the Clerk be paid the additional hours she had worked to date. Payment for any further additional hours worked by both the Clerk and Assistant Clerk will be raised at a relevant Finance meeting and subject to Councillors approval will be paid in arrears.

2446f Resource Centre

a) To receive an update

- The Clerk informed Councillors the internal works to The Centre were progressing well and she recommended that Councillors make a site visit to look for themselves. Cllr Williams informed Councillors that an issue with the windows and the level of the internal roof had been identified. The Clerk and himself have already met on site with the contractor and architect to identify a way to rectify the error at no extra cost to the Parish Council. The Clerk provided an up to date financial position of the project in order to give Councillors a little more confidence that everything so far is within budget and ran through the figures.

b) To approve the purchase of Cafe furniture

c) To approve the purchase of Reception furniture

d) To approve the purchase of Main Hall furniture

e) To approve the purchase of Resource Room furniture

f) To approve the purchase of Meeting Room furniture

The Clerk ran through suggestions for points b) to f) and Councillors discussed the choices. It was then agreed that there were too many Councillors to decide on such issues and that a proposal should come from the Project Management Committee for the full Council to approve.

RESOLVED: That the Project Management committee meet and provide a proposal for the full Council to approve for the furniture items required in The Centre.

g) To receive and approve any outstanding issues regarding the Centre

The Clerk reported that the Assistant Centre Manager is looking at quotes for the supply of water coolers in both meeting rooms as per Cllr Williams request. Councillors agreed that this was a good idea.

2447f Brinsworth Library

- To receive an update

The Clerk reported that there was no update.

MEETING CLOSED 20:40