

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 26 JULY 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 J Tompkins

Officers : G Blank

2448f Public Question Time (20 minutes)

There were no members of the public in attendance.

2449f Apologies

Apologies were received from Cllrs Buckley and Saxton and the reasons given were accepted.

2450f Declaration of Members' Interests

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

2451f Approval of the Minutes of the Meeting held on :-

28th June 2018

RESOLVED: That the minutes of the meeting held on the 28th June 2018 be approved as a true and accurate record.

2452f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no matters arising.

2453f Financial Report

The Clerk reported that the current bank balance totalled £471,645.72 as at 26th July 2018. Copies of the bank reconciliation as at the 30th June 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.

The budget report for the period ending 30th June 2018 had been previously circulated and the Clerk highlighted any variances to budget and gave the reasons. The Clerk informed Councillors that to the end of June direct expenditure incurred on the Centre and its staff totalled £7,491.02

RESOLVED: That the budget report for period ending 30th June 2018 is approved.

2454f Receipts & Payments

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

b) To risk assess the petty cash reimbursement

The Clerk showed Councillors the petty cash reimbursement record for June 2018 and the Chairman read out any large items of expenditure.

RESOLVED: That the petty cash reimbursement for June 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.

2455f Equipment

- To approve the purchase of an A3 printer

The Clerk informed Councillors that the previous printer selected and approved had high running cost due to the price of ink cartridges and requested that an alternative A3 printer be purchased at a slightly higher cost of £215.99 which has lower priced ink cartridges saving the Parish Council money in the long run.

RESOLVED: That the purchase of an A3 printer at a cost of £215.99 be approved.

2456f Disposals

- To approve disposal of any surplus equipment and furnishings

The Clerk informed Councillors that the Parish Council have a lot of items retrieved from the old Community Hall in storage. She asked for approval to either sell, donate or dispose of the items the Parish Council no longer require to free up space. Councillors considered the request.

RESOLVED: That the Clerk be given the authority to sell, donate or dispose of surplus equipment and furnishings as appropriate and keep a list of actions taken for Councillors information.

2457f Training

a) To approve the attendance of the Clerk and Assistant Clerk on Finance and Budgeting for Local Councils training.

Councillors discussed the request.

RESOLVED: That the Clerk and Assistant Clerk are approved to attend the training course.

b) To approve the attendance of Clerk on training for More Experienced Clerks

Councillors discussed the request.

RESOLVED: That the Clerk is approved to attend the training course.

2458f Village Fete

1st July 2018

a) To receive details of the income and expenditure

The Clerk read out the list of income and expenditure from the Village Fete.

b) To approve the donations for help on the day:-

- St John Ambulance
- Brinsworth Manor Infant School
- Brinsworth Manor Junior School
- Brinsworth Manor School Caretaker
- Staff
- Any Others

RESOLVED: That the following donations are made for the help provided at the Village Fete:

- St John Ambulance - £150
- Brinsworth Manor Infant School - £50 (parking)
- Brinsworth Manor Junior School - £0 as school invoice received
- Brinsworth Manor School Caretaker - £50 (parking)
- Staff - £50 to each member of staff that worked on the day
- Howarth House - £50 (parking)

c) To consider a donation to a local organisation to the value of the car show income.

RESOLVED: That the £200 car show income be donated to Bluebell Wood Children's Hospice and letter of thanks sent to the car show organiser.

2459f Weekend to Remember

- To receive an update

The minutes of the previous working party meeting had been circulated to Councillors prior to the meeting and progress was discussed. Cllr Dyson expressed his concern that some of the finer details were not included in the minutes but he was reassured that these details are noted on the action plan. He also expressed his concern with regards to getting volunteers from the Brinsworth and Catcliffe History Group to assist him on the weekend and suggested a larger donation should be considered. He was assured that this would be considered when the budget for the event is next discussed and reviewed.

2460f External Audit

a) To receive the report of the external auditor for the financial year 2017/2018

b) To accept and approve the completed Annual Return for the financial year 2017/2018

The Clerk informed Councillors that the external audit report is normally available at this time of year, she explained that a new external auditor had been appointed this year and they were still dealing with the lengthy audit process. Councillors agreed that this should be added to the next appropriate agenda when the report is ready for approval.

2461f Resource Centre

a) To receive an update

The majority of internal works are now completed with the toilets and flooring being the main outstanding jobs. The bar is still scheduled to be fitted late August / Early September after which the finishing touches can be completed. No major issues were reported following last weeks site inspection, just cable management issues to be resolved.

External works are now being started.

The insurance for the building needs to be in place by the 1st September in readiness for the hand over of the building.

b) To consider the budget allocated for furnishings

The Clerk asked Councillors to approve the soft furnishings budget so that items can be purchased in August whilst the Parish Council takes its annual break from meetings. The Councillors discussed the issue and the vision for the Centre.

RESOLVED: That a £20,000 soft furnishings budget be allocated to spend on the Cafe, Reception and Main Hall areas.

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

There were no further issues to discuss.

2462f Brinsworth Library

- To receive an update

Councillors discussed a letter submitted by RMBC with regards to the proposed Library. The Clerk informed them that a meeting was arranged for the 7th September 2018 at 1.30pm with RMBC to discuss the issues raised in the letter. The Clerk and Chairman are to attend with any other interested Councillors welcome to join them.

2463f Staffing Issues *

- To discuss the project co-ordinator role

The Clerk asked Councillors if they wanted to formally end the contract between themselves and the Project Co-ordinator as his involvement had now become redundant. Councillors discussed the issue.

RESOLVED: That the Clerk write to the Project Co-ordinator to thank him for his contribution to the project and formally terminate his contract, he should also be invited to the official opening of The Centre with his wife as the Parish Council's guests. The Chairman is to telephone him in advance to advise him of the Parish Council's decision.

MEETING CLOSED 20:45