

Brinsworth Parish Council

MINUTES OF THE SPECIAL FINANCE MEETING HELD ON THURSDAY 09 AUGUST 2018

Those present :

Chairman : Not Present

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 K Saxton, Cllr Mrs J Tompkins

Officers : G Blank

2464f Apologies

Apologies were received from Cllrs Rollinson and Williams and the reasons given were approved.

2465f Declaration of Members' Interests

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

2466f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no matters arising.

2467f Receipts & Payments

- To approve the payment of outstanding invoices.

The Clerk produced a list of outstanding invoices to be paid and the Chairman read them out to Councillors.

RESOLVED: That the outstanding invoices are approved for payment.

2468f Training

- To approve the Clerk commencing the CILCA Qualification at a cost of £250

The Clerk informed Councillors that the cost of the qualification is to increase to £350 from the 1st October 2018 so she thought it was prudent to enrol now as she understands that obtaining this qualification is part of her terms and conditions. Councillors discussed the issue and wished the Clerk luck in her studies

RESOLVED: That approval is given for the Clerk to enrol in the CILCA qualification at a cost of £250.

2469f 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 for 2017/18 had still not been received.

2470f Weekend to Remember

- To receive an update

Cllr Barry provided an update from the Working Party meeting held on the 7th August 2018.

The meeting was well attended by Councillors, Assistant Clerk, Assistant Centre Manager and Rev Helen Bent.

The planning of the event is now well under way and costs are looking to be under the anticipated budget.

Friday morning will see the opening of the exhibitions and an afternoon tea being served in the cafe. The Mayor of Rotherham will formally open The Centre at 3.30pm. The Friday evening event is still subject to discussion.

Saturday will have a children's disco in the afternoon with entertainment. The evening will involve the firework display which will be attended by the Mayor, followed by an evening in the Centre for the public to use the bar and cafe. Cllr Buckley suggested that hot dogs should be served alongside pie & peas and soup with a roll.

500 glow sticks are to be distributed free of charge to the younger generation on a first come first served basis and Councillors agreed that this should be publicised in the next newsletter.

The Clerk informed Councillors that it was unlikely that the Parish Council would be able to get enough volunteers for the firework display so the security staff budget would need to be increased.

Sunday will see the Remembrance Service in its usual format and hopefully a football match using the local teams in the afternoon.

Cllr Buckley suggested that a local resident whose daughter plays the trumpet for Rotherham Symphony Orchestra be contacted for the service and also for a possible newsletter article.

The Weekend to Remember is to be published in the next addition of the Parish Newsletter and another reminder put in The Centre promotional literature nearer the time.

2471f Resource Centre

a) To receive an update

The Clerk provided Councillors with the following update:

1. The replacement windows and front door are now being installed.
2. The toilets are almost tiled and ready for the fittings to be plumbed in.
3. The meeting room carpets are to be fitted next week.
4. Work on installing the bar and cafe will commence next week.
5. RMBC have removed their bin from outside the Centre.
6. The bi-folding doors are to be fitted on the 20th August.
7. Once the bar is installed the Brewery will be onsite to fit their equipment and Cadam will fit the remaining floor coverings.
8. Snagging inspection is scheduled for the 2nd week in September.

The Clerk reported that there had been some issues with the external works during the week, these had been discussed with herself in the absence of the Chairman and a few amendments to the layout of the steps had been agreed to make the site safer for patrons and to satisfy Building Controls requirements. Councillors discussed the issue.

RESOLVED: That Councillors support the decisions made by the Clerk in regard to the urgent alterations to the external works being completed.

The Clerk provided Councillors with a cost update and taken them through the costs to date. She informed Councillors that herself, the Assistant Clerk and Councillor Tompkins had visited Whiteheads and had chosen the furniture for the Cafe and reception.

Cllr Buckley showed Councillors the old Atlas Pub sign that he had been donated by the former landlady and asked that it be displayed in The Centre. The Clerk explained to Councillors that this would need approval from the Trustees of the Centre as would any other items that the Parish Council would like to display. The Clerk explained that, in order to satisfy Big Lottery conditions, no one area can be designated for one group of users, all areas must have access for all.

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

1. Function room tables - The Clerk asked Councillors to approve the purchase of the function room tables. The tables selected were not the cheapest option but came with a walnut effect top which would compliment the bar.

RESOLVED: That the function room tables with walnut effect tops be purchased.

2. Function room chairs - The Clerk asked Councillors to consider whether they would like to purchase the standard steel framed function chairs or pay an additional £3,000 for a lighter aluminium model. Councillors discussed the merits of both options.

RESOLVED: That the standard steel framed function chairs be purchased.

3. Meeting and resource room storage and chairs - The Clerk asked Councillors to consider the chosen options for meeting room and resource room storage and seating. The Clerk explained to Councillors that this would need an additional investment of approximately £5,000 over the £20,000 budget allocated at the previous meeting.

RESOLVED: That the Clerk is given the authority to purchase the meeting room and resource room storage and chairs at an additional cost of £5,000. If possible the public seating in the meeting room should be ordered in a dark grey colour rather than the lime green currently selected.

2472f Premises

- To ratify the decision to proceed with works to widen the garage door at a cost of £2,900

RESOLVED: That the work to widen the garage access is approved at a cost of £2,900.

MEETING CLOSED AT 20:30