

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 27 SEPTEMBER 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Not Present

Councillors : 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

2473f Public Question Time (20 minutes)

There were no members of the public in attendance.

2474f Apologies

Apologies were received from Cllrs Barry and Rollinson and the reasons given were accepted.

2475f Declaration of Members' Interests

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

2476f Approval of the Minutes of the Meetings held on :-

26th July 2018 and 9th August 2018

RESOLVED: That the minutes of the meetings held on the 26th July 2018 and 9th August 2018 are approved as true and accurate records.

2477f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2456f - The Clerk reported that the old blue and green tea services have been donated to various community / neighbourhood groups in the area.

2457f - The Clerk reported that these approved training courses had been superseded by the courses approved at the last meeting and that the funds had been transferred to reflect this.

2458f - The Clerk shared a letter of thanks from Bluebell Wood Hospice for the donation, Cllr Hughes asked for the letter to be displayed in the Parish Council notice board.

2460f - The date for the next working party meeting is set for the 16th October 2018.

2478f Financial Report

The Clerk reported that the current bank balance totalled £548,818.03 as at the 27th September 2018. Copies of the bank reconciliation as at the 31st July 2018 and 31st August 2018 had been circulated in advance and the bank statements and bank reconciliation balanced for both periods.

RESOLVED: That the bank reconciliations for July 2018 and August 2018 are approved.

2479f Receipts & Payments

a) To risk assess the receipts and payments for July and August 2018

The Clerk presented lists of receipts and payments to Councillors for both periods and they were checked against the bank reconciliation.

RESOLVED: That the receipts and payments lists for July 2018 and August 2018

have been risk assessed and approved.

b) To risk assess the petty cash reimbursement

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

The Clerk asked Councillors to consider moving away from using Petty Cash if an invoice can be obtained in future. Councillors discussed the issue and asked the Clerk to put this on a future agenda for approval.

RESOLVED: That the petty cash reimbursements for July 2018 and August 2018 have 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 are approved for payment.

2480f Donations

- To consider a donation to Aughton Early Years towards a trip for Brinsworth residents

The Clerk read out a letter from Aughton Early Years asking for a donation towards a trip for Brinsworth residents. Councillors discussed the request and agreed to make a donation in line with previous years and ask for an article to be included in the next edition of the newsletter.

RESOLVED: That a donation of £250 be made to Aughton Early Years towards the cost of a trip for Brinsworth families.

2481f External Audit

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

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

The Clerk reported that she had received the report from the external auditor and informed Councillors of the notes made on the Annual Return. The auditor had made 2 minor comments on the Annual Return which did not prevent them signing it off. The Councillors discussed the comments and thanked the Clerk for her efforts.

The Clerk informed Councillors that the completed notice of the conclusion of audit, the Annual Return and external auditors report would be published in time for the 30th September deadline.

RESOLVED: That both the external auditor report for the financial year 2017/2018 and the completed Annual Return for the financial year 2017/2018 are accepted.

2482f Resource Centre

a) To receive an update

The Clerk provided the Councillors with an update on progress. The final meeting between Cadam, the architects and members of the Parish Council is scheduled for the 4th October with hand over occurring when any snags have been rectified.

The Centre staff have met with users of the old community centre and are working with them to provide them with an appropriate slot, users will be returning to The Centre from week commencing 15th October.

The first Parish Council meeting to be held in The Centre is scheduled for the 18th October 2018.

b) To approve the CCTV monitoring and response contract with Constant Security

The Clerk asked Councillors to consider and approve the CCTV monitoring contract with Constant Security and explained that costs would be shared by The Centre on a split based on the number of cameras. Constant Security are currently responsible for the monitoring of the alarm in the Pavilion. Councillors discussed the proposal.

RESOLVED: That the contract with Constant Security to monitor the CCTV in the Centre and Pavilion is approved.

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

There were no outstanding issues.

2483f Brinsworth Library

- To receive an update

Cllr Williams circulated the revised plans for Brinsworth Library and explained the layout to Councillors. The Architect will shortly be submitting the plans to RMBC.

MEETING CLOSED 21:00