

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 25 OCTOBER 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

Officers : G Blank

2484f Public Question Time (20 minutes)

There were no members of the public in attendance

2485f Apologies

Apologies were received from Cllrs Barry, Buckley and Tompkins and the reasons given were accepted.

2486f Declaration of Members' Interests

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

2487f Approval of the Minutes of the Meeting held on :-

27th September 2018

RESOLVED: That the minutes of the meeting held on the 27th September 2018 are approved as a true and accurate record.

2488f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no issues to discuss.

2489f Financial Report

a) To receive and approve the financial report

The Clerk reported that the current bank balance totalled £274,545.19 as at the 25th October 2018. Copies of the bank reconciliation as at the 30th September 2018 had been circulated in advance of the meeting and the bank statements and bank reconciliation balanced for the period.

b) To receive and approve the half year budget report

The Clerk apologised to Councillors that she had not had the time to do a thorough update of the budget but highlighted some areas of interest for their information.

2490f Receipts & Payments

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

The Clerk presented a list of receipts and payments to Councillors for the month of September 2018 and they were checked against the bank reconciliation.

RESOLVED: That the receipts and payments list for September 2018 have been risk assessed and approved.

b) To risk assess the petty cash reimbursement

There was no reimbursement in September 2018.

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.

d) To consider and approve implementing on-line banking

The Clerk asked Councillors to consider implementing on-line banking, subject to a satisfactory and robust internal check and authorisation system being set up. The Clerk informed Councillors that Maltby Town Council had adopted this method and that she would like to visit them to see how it works for them.

RESOLVED: That the Clerk can do the necessary investigatory work required to implement an on-line banking system for Brinsworth Parish Council.

2491f Training

a) To approve payment to YLCA for support with the Clerk's CILCA qualification

The Clerk explained to Councillors that YLCA offer CILCA students a support service to ensure they pass first time. She explained the cost of the support is dependant on the size of a Parish Council's annual precept and that it would be £400.

RESOLVED: That payment is approved to YLCA for the Clerk's CILCA qualification support and tutoring.

b) To approve the Clerk's attendance at the SLCC Practitioners Conference February 2019 (subject to an appropriate agenda when issued)

The Clerk explained that she would be interested in attending the SLCC Practitioners conference in February 2019 subject to the content of the agenda being suitable. The Clerk was asking for approval to attend the conference in advance so that she can take advantage of any early booking discounts offered.

RESOLVED: That, subject to the agenda being appropriate, the Clerk is given approval to attend the SLCC Practitioners Conference in February 2019 as part of her continued learning and development.

c) To approve interested Councillors attendance at YLCA Procedures, Powers and Policies Course

The Clerk reminded Councillors that there is a YLCA Procedures, Powers and Policies course being held in Aston during November and asked if any Councillors would like to attend at a cost of £45 each.

RESOLVED: That any Councillors interested in attending should notify the Assistant Clerk as soon as possible.

2492f Play Equipment

- To approve the repairs to the skatepark identified by RMBC Inspectors

Following a recent play equipment inspection further repairs to the skatepark have been identified at a cost of £3,800 and the Clerk sought approval to have the work completed.

RESOLVED: That the repair works to the Skatepark are approved.

2493f Funtime Pre-School

a) To receive the repayment plan for Funtime Pre-School (previously agreed at Premises Meeting 4th October 2018)

The Clerk read out the letter of reply to Councillors which explained how the Funtime Committee proposed to repay the reduction in rent over the last quarter of the financial year.

RESOLVED: That Funtime's repayment plan proposal is accepted.

b) To review the hire charges from 1st April 2019

The Clerk continued to read out the letter from the Committee which explained that Funtime are struggling financially and requested a permanent reduction in their rents going forward. Councillors expressed their dismay that this had not been requested in the first instance. Councillors discussed the issue and asked the Clerk to obtain more information to allow them to make an informed decision.

RESOLVED: That the request by Funtime for a permanent rent reduction is included on a future agenda, once further information has been obtained by the Clerk.

2494f Policies

- To consider and approve access to the CCTV monitoring

The Clerk requested that this item be deferred to a future meeting.

RESOLVED: That the policy for the CCTV monitoring is deferred to a future meeting.

2495f Resource Centre

The Clerk informed Councillors that she had attended the practical completion meeting with the representatives from Cadam Construction, Mitchell Proctor Architects and Big Lottery.

The Big Lottery representatives were very impressed with the building and only identified a few issues with regards to the accessibility of the building.

The Centre Manager and Clerk now need to supply the Big Lottery with the final documents they require so the final payment can be made. An amount will need to be kept back to pay the retention amount to Cadam at the end of the 12 month default period.

The final invoice was agreed with Cadam and deductions were made for works not agreed. The invoice for the fencing at the front of the building has also been withdrawn as currently it isn't fit for purpose due to its weak joints. Until it is repaired to a satisfactory standard, the Parish Council will not pay the invoice to Cadam, all repairs required will be done at Cadam's expense.

2496f Brinsworth Library

The Clerk and Cllr Williams reported that the recent meeting with RMBC had been more positive. RMBC have now allocated a budget to the scheme and it is with the Parish Council to say whether they can or cannot deliver it within budget.

Technical drawings are currently being completed and will be circulated for quotes.

Planning permission is also still outstanding.

RMBC have agreed to pay all costs incurred to date and the Clerk has issued an invoice to them for approximately £17,000.

RMBC are looking into extending the expiry date of the section 106 agreement with the developer.

Meetings are to be held on a regular basis to keep up the momentum of the project.

2497f Staffing Issues *

a) To review the hours of the Clerk and Assistant Clerk

The Clerk explained to Councillors that the work load for both herself and the Assistant Clerk continued to be high and still required the additional hours already agreed and requested the Council's approval to continue.

The Clerk explained to Councillors that any additional hours related to work for the Centre would be chargeable to them once the Centre is handed over.

RESOLVED: That the Clerk's and Assistant Clerk's additional hours are approved and to be reviewed again in January.

b) To discuss the Amenity Attendants working pattern due to imminent retirement

The Clerk informed Councillors that one of the part time Amenity Attendants has advised her that he will be retiring in the new year. Another Attendant would then like to reduce their hours from April 2019. The Clerk would like to totally review the working patterns of the Attendants before employing any new staff.

The Clerk asked Councillors to approve the full time Attendants taking a shorter lunch break in order for them to finish earlier during the winter months.

RESOLVED: That the change of working pattern during the winter months for the amenity attendants is approved.

c) To review the posts of the Centre Staff currently employed by the Parish Council

The Clerk informed the Councillors that a Staffing Committee meeting had been held to discuss the Centre posts and that details of the meetings would be circulated to Councillors rather than discussed due to the confidentiality of the issues raised.

MEETING CLOSED 20.25