

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 22 NOVEMBER 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Not Present

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, Cllr Mrs J Tompkins

Officers : G Blank

2498f Public Question Time (20 minutes)

A member of Brinsworth Community Trust was in attendance to observe the meeting.

Cllr Saxton asked if planning permission is required for an outbuilding as she has received a complaint from a resident. The Clerk agreed to contact RMBC Planning Department.

Cllr Gregory asked the Clerk if she could contact a local resident and inform her how she can complain about the lack of drop crossings around Brinsworth Lane shops, specifically between the Post Office and The Three Magpies.

2499f Apologies

Apologies were received from Cllrs Barry and Buckley and the reasons given were approved.

2500f Declaration of Members' Interests

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

2501f Approval of the Minutes of the Meeting held on :-

25th October 2018

RESOLVED: That the minutes of the meeting held on the 25th October 2018 are approved as a true and accurate record.

2502f To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2443f - The Clerk reported that this item would be on the next premises agenda.

2503f Financial Report

- To receive and approve the financial report

The Clerk reported that the current bank balance totalled £181,670.43 as at 22nd November 2018. Copies of the bank reconciliation as at 31st October 2018 had been circulated in advance of the meeting and the bank statements and bank reconciliation balanced for the period.

RESOLVED: That the financial report as at the 31st October 2018 is approved.

- To receive and approve the budget report

The Clerk circulated copies of the budget report and explained any variations in income and expenditure. The Clerk highlighted areas to note and the current balance of reserves. Councillors discussed issues raised by the Clerk.

The Clerk confirmed that at this point she did not have any concerns with the budget.

RESOLVED: That the budget report as at 31st October 2018 is approved.

2504f Receipts & Payments

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

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

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

b) To risk assess the petty cash reimbursement

The Clerk reported that there was no petty cash reimbursement to approve.

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 list of outstanding invoices is approved for payment.

2505f The Centre Finances

- To receive the proposed budget report for the Centre

The Clerk reported that she was unable to present the report to Councillors as she is still waiting for the income projections from The Centre Manager.

- To receive an update on spend to date

The Clerk circulated a list of spend and income received to date and Councillors discussed the items. The current of spend on the Centre is approximately £21,000.

RESOLVED: That the Centre spend to date is accepted.

2506f Donations

- To approve the donations for help at the 'Weekend to Remember'

The Clerk read out the list of schools and groups who provided artwork displays for the Weekend to Remember and Councillors considered the donation amounts.

RESOLVED: That the following donations are made:

Brinsworth Manor Infant School - £50
Brinsworth Manor Junior School - £50
Brinsworth Whitehill Primary School - £50
Brinsworth Howarth Primary School - £50
Canklow Primary School - £50
Brinsworth Academy - £50
Brinsworth & Catcliffe History Group - £100 - Cllr Dyson declared an interest.
Brinsworth Art Society - £50
Crafty Talk - £50
Brinsworth Craft Group - £50 - Cllr Gregory declared an interest
Brinsworth Scouts - £50

The Rivers Team - £50 - Cllrs Gregory and Saxton declared an interest.

The Clerk read out a list of people involved in a volunteer capacity at the Fireworks display and Councillors considered the donation values.

RESOLVED: That the following donations are made:

BWJFC - £75 (£50 for 1 section that provided volunteers and £25 for another who supplied one volunteer).

Anthony Hewitt - £25 for opening and closing the school gates for parking.

The Clerk asked Councillors how much they wished to donate to The Rivers Team for the Remembrance Sunday Service. Councillors discussed the options.

RESOLVED: That the Rivers Team receive a £450 donation for their contribution at the Remembrance Sunday service

The Clerk asked Councillors to consider the amount they wished to donate to Friends of St George's Churchyard for the provision of refreshments at the Remembrance Service. Cllrs Gregory, Hughes and Rollinson expressed an interest.

RESOLVED: That Friends of St George's Churchyard receive a donation of £200 for serving refreshments at the Remembrance Sunday Service.

The Clerk asked Councillors to consider how much they wished to pay staff of Brinsworth Parish Council and The Centre who worked over the Weekend to Remember as a thank you for their hard work in making it a success. Councillors discussed the request.

RESOLVED: That staff who worked during the Weekend to Remember receive a payment of £50 each by way of thanks for their hard work.

The Clerk read out a letter received from Rev David Bent asking for the Parish Council to make a donation towards grass cutting in St George's Churchyard and to maintain some dangerous trees. Councillors discussed the request.

RESOLVED: That a donation of £500 be made to The Rivers Team towards the cost of grass cutting and tree maintenance in St George's Churchyard.

2507f Brinsworth Library

- To receive an update

The Clerk reported that the next meeting scheduled with RMBC is the 3rd December 2018.

Cllr Williams said that planning permission had been granted conditionally. One of the conditions is that the Parish Council need to replace the 4 trees felled with 40 12-14cm girth trees. The Clerk informed Councillors that this would be a cost of £6,000 to £8,000 depending on the species of tree purchased. This cost will need to be passed onto RMBC as part of the Library costs.

- To receive and approve the tenders to build the Library

The Clerk informed Councillors that 3 quotes have been received and went through the proposals with them. Councillors discussed the options.

RESOLVED: That ETON Construction be awarded the Library build contract.

2508f Staffing Issues *

- To receive an update on recent issues

The Clerk read out a letter of resignation from The Centre's Assistant Manager and asked Councillors to consider the request.

The Clerk explained to Councillors how the Assistant Manager's final salary payment had been calculated. The Clerk has tried to contact the Assistant Manager but has yet to receive a response.

RESOLVED: That the Assistant Manager of the Centre's resignation is accepted.

MEETING CLOSED: 20:50