

## Brinsworth Parish Council

### MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 28 FEBRUARY 2019

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Not Present

Councillors : Cllr R Bowler, Cllr A Buckley, 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

#### 2531F Public Question Time (20 minutes)

There were no members of the public in attendance.

#### 2532F Apologies

Apologies were received from Cllr Barry and the reason given was approved.

#### 2533F Declaration of Members' Interests

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

#### 2534F Approval of the Minutes of the Meeting held on :-

24th January 2019

RESOLVED: That the minutes of the meeting held on the 24th January 2019 are approved as a true and accurate record.

#### 2535F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2526F - The Clerk informed Councillors that a letter of thanks had been received from Friends of St George's Churchyard Group for the donation.

2527F - The Clerk reported that the new website was in progress and that Cllr Bowler was assisting with some photos for the site.

2528F - The Clerk confirmed that she had received the loan request letter from the Trustees.

#### 2536F Financial Report

The Clerk reported that the current bank balance totalled £99,978.03 as at the 28th February 2019. The Clerk also informed Councillors that there are two big lottery grant claims outstanding that will bring the bank balance total to £172,638.03. Copies of the bank reconciliation as at the 31st January 2019 had been circulated prior to the meeting and Councillors checked that the bank statements and bank reconciliation balanced for the period.

The Clerk informed Councillors that due to fact they were unlikely to get any more rental income from the Pre-School this financial year she had gone through the Parish Council's budget line by line to ensure that the year end accounts will balance.

RESOLVED: That the financial reports are approved.

#### 2537F Receipts & Payments

a) To risk assess the receipts and payments for January 2019

The Clerk presented the list of receipts and payments to Councillors for the month of January 2019 and they were checked against the bank reconciliation. The Clerk

answered any questions that arose.

RESOLVED: That the receipts and payments list for January 2019 have been risk assessed and approved.

b) To risk assess the petty cash reimbursement

The Clerk presented the petty cash reimbursement to Councillors and Cllr Bowler checked the receipts were in order. The reimbursement was checked against the list of receipts.

RESOLVED: That the petty cash reimbursement 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. She explained that the items highlighted in green were direct costs of the Centre. The Clerk also drew Councillors attention to the payment for the repairs to the field lights that had now been completed.

RESOLVED: That the list of outstanding invoices is approved for payment.

The Clerk made Councillors aware that the payment of the invoice from Cadam Construction for the handrail was still outstanding. Councillors discussed the matter and resolved that they still didn't think the handrail was of sufficient quality to warrant paying the invoice at this time.

#### **2538F Donations**

- To consider a request for a donation of Easter Eggs in aid of the Mayor's Charity

The Clerk read out a letter from the Mayor of Rotherham asking the Parish Council to make a donation of Easter Eggs in aid of the Mayors charity. Cllr Williams proposed that £50 be donated from his Chairman's allowance.

RESOLVED: That a donation of £50 is made towards Easter Eggs in aid of the Mayor's Charity.

#### **2539F Grounds Maintenance**

- To consider and approve extending RMBC contract for a further year

The Clerk informed Councillors that she had agreed a one year extension on the current contract agreement between the Parish Council and RMBC at the same rate as 2018/19. The Clerk would like to do a full tender review but with her current workload it has not been possible in time for the new financial year. The Clerk suggested that the Parish Council should continue with RMBC for another year and do a full review of the service for 2020/21.

RESOLVED: That the Grounds Maintenance contract with RMBC be extended into 2019/20 at the same rate as 2018/19.

#### **2540F Brinsworth Library**

- To approve the proposal from RMBC regarding the running of the new Library

RMBC are still looking at how they can finance the build of the new Library in Brinsworth and have asked whether, subject to a public consultation, the Parish

Council would be prepared to take over the financial running of the library from April 2020. This will allow RMBC to meet the full cost of the project by offering future savings.

Councillors discussed the benefits of Brinsworth keeping its own Library and how costs can be kept down by looking for volunteers to help run it. Other costs such as utilities will be minimal and the Parish Council will have another space available to use when the Library isn't in use. RMBC will still be responsible for providing the books for the Library.

RESOLVED: That the Parish Council approve the proposal from RMBC and agree to take on the financial management of the new Brinsworth Library from April 2020.

#### **2541F Funtime Pre-School \***

- To receive an update from the meeting held with Funtime Committee

The Clerk and Councillors who attended a meeting with the Committee of Funtime Community Pre-school updated the rest of the Council on the current financial position of the nursery. A thorough audit of the accounts has uncovered errors that have resulted in the Pre-School having no reserves left and has resulted in them now being unable to pay their rent arrears.

Funtime Committee have informed Councillors that without the support from the Parish Council they will have to close at the end of March 2019. Councillors were disappointed that the issue hadn't been raised earlier as they have only just resolved not to reduce the rents for them in 2019/20. Councillors discussed how they might be able to offer a lifeline.

Various options were discussed along with the frequency of financial help requested from the Parish Council in the past.

A proposal of offering the Pre-School a rent reduction to the end of the academic year to help them and avoid causing the children being displaced for the final term was discussed. Various amendments were also proposed and voted on.

RESOLVED: That Funtime Pre-School are offered a rent reduction to £10 per hour until the end of the academic year and are asked to give the Parish Council 1 months notice if they cannot continue beyond this date. The existing debt will be discussed at a future meeting with the Committee.

#### **2542F Staffing Issues \***

- To receive an update

The Clerk reported that a complaint regarding a member of staff has been dropped following an internal investigation. Cllr Bowler had started his investigations into the matter and although no disciplinary action is required there have been a few areas of concern raised which will be dealt with at the next staff appraisal meeting due by the end of March.

The Clerk informed Councillors that one of the Amenity Attendants is still off sick with pneumonia and is unlikely to return for another few weeks. The two remaining Attendants are covering the shifts but are unable to use their full annual leave entitlement therefore the Clerk asked that Councillors approve the leave being carried forward into the new year.

RESOLVED: That any leave not used by the Amenity Attendants by the end of

March 2019 be carried forward into the new year.

**2543F Staff Salaries Annual Review \***

- To consider the extent of any increase in employee salary rates for 2019/2020

Due to standing orders being called this item is deferred to the next Finance meeting in March 2019.

MEETING CLOSED: 20:45

\* Press and Public Excluded