

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 28 MARCH 2019

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Cllr D Barry

Councillors : Cllr R Bowler, Cllr A Buckley, Cllr Mrs P Gregory, Cllr Mrs M Hughes,
Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton

Officers : G Blank

2544F Public Question Time (20 minutes)

There were no members of the public in attendance.

2545F Apologies

Apologies were received from Cllrs Dyson and Tompkins and the reasons given were approved.

2546F Declaration of Members' Interests

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

2547F Approval of the Minutes of the Meeting held on :-

28th February 2019

RESOLVED: That the minutes of the meeting held on the 28th February 2019 are approved as a true and accurate record.

2548F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2542F - The Clerk reported that the Amenity Attendant who has been off ill had now returned to work on a phased return under the advice from his doctor.

2549F Financial Report

The Clerk reported that the current bank balance totalled £139,169.85 as at the 28th March 2019. The Clerk informed Councillors that the 2 outstanding Big Lottery claims had now been approved for payment.

Copies of the bank reconciliation as at 28th February 2018 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 the date for having the year end accounts to the internal auditor is 3rd May 2019.

RESOLVED: That the financial report and bank reconciliation for February 2018 are approved.

2550F Receipts & Payments

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

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

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

b) 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 for payment is approved.

2551F St George's Churchyard

- To approve a donation to the Rivers Team as a contribution towards the grounds maintenance costs during 2019

The Clerk asked Councillors to consider providing continued financial support to the Rivers Team for the grounds maintenance costs associated with St George's Churchyard. Cllr Gregory explained the history and how the balance was calculated and Councillors discussed the proposal.

RESOLVED: That an allowance of up to £1,500 be budgeted for in the 2019/20 accounts towards the grass cutting in St George's Churchyard.

2552F Insurance

- To consider and approve the annual insurance renewal

The Clerk explained the 3 different elements to the insurance costs for 2019/20 and asked the Councillors to approve the renewal of the policies. The Clerk added that she didn't think the discount offered warranted the 3 year deal that was on offer. Councillors discussed the proposal.

RESOLVED: That the annual insurance renewal premiums are approved.

2553F Donations

- To consider a donation request from the Committee at Funtime Pre-school towards learning resources

The Clerk read out a letter from the Committee at Funtime Pre-school who were asking the Parish Council to consider a donation towards the cost of learning resources required for the remainder of the academic year. Cllr Buckley said that he would be prepared to offer the remaining funds he had in his ward budget to the pre-school and would ask his fellow Ward Councillors if they would consider doing the same.

Councillors considered the request and wanted reassurances that the donation would be spent on resources and not balancing the the pre-school accounts.

RESOLVED: That a £100 donation be made to Funtime PreSchool with a condition that the funds only be spent on learning resources for the children.

2554F Equipment

- To consider and approve the purchase of Street Cleansing Equipment

The Clerk informed Councillors that Cllr Barry had asked this to be put back on the agenda as he was keen to make progress on the matter. Dog fouling and litter are the main complaints that the Parish Council receive and Cllr Barry suggested that purchasing some equipment to tackle the issue would be seen as a positive step by residents.

Councillors discussed who would use the equipment and its practicalities. Ideas of just using it to target hot spot areas were discussed as some felt the equipment would be too heavy to pull up some of the areas hills.

Cllr Bowler suggested adapting the kit we already own.

The Clerk circulated some possible equipment for Councillors to look at and suggested that the costs could be met from the vehicle renewal budget if Councillors wished to proceed.

RESOLVED: That the Clerk contact the supplier and ask for a demonstration and possible short loan of the equipment so that the parish staff can be consulted before any decisions are made.

2555F Brinsworth Playing Fields

- To consider and approve the installation of steps between the Pavilion and The Centre as part of the Library development

The Clerk reported that the Construction company, who will be building the new Library, when RMBC give the go ahead, have quoted for the installation of steps between the Pavilion and The Centre. If they complete the works whilst on site the cost will be around £12,000. The work would include a precast concrete staircase, handrail, removal of raised area in car park and paths to the top and bottom.

Both the Centre and Parish Council staff receive complaints that there are no steps in place and the Clerk informed Councillors that there was £20,000 available in the footpath reserve that could be used to cover the costs. Councillors discussed the proposal.

RESOLVED: That the project is agreed in principle but the Clerk is to request the dimensions of the steps before a formal decision is made.

2556F Risk Assessment

- To consider the business risks and approve the controls

The Clerk had circulated an updated financial risk management schedule to Councillors prior to the meeting.

The Clerk highlighted any changes made.

RESOLVED: That the financial risk assessment is approved.

2557F Review of Effectiveness of System of Internal Control *

The Clerk had circulated an updated statement on internal control and review of effectiveness for 2018/19.

The Clerk informed Councillors that she had revised and simplified the statement but that it still contained all the relevant information required.

RESOLVED: That the statement on internal control and review of effectiveness is approved.

2558F Review of System of Internal Audit *

The Clerk informed Councillors that she had written a review on the system of internal audit which explained the need to maintain and improve on internal controls in accordance with practices set out in the Accounts and Audit Regulations.

RESOLVED: That the policy on the review of systems of internal audit is approved.

2559F Staff Salaries Annual Review *

- To consider and approve the 2019/20 pay award for Parish Council Staff

The Clerk explained to Councillors that the employers pension contribution rate will increase from 2% to 3% and that the employees contribution will increase from 3% to 5% from the 1st April 2019.

The Clerk informed Councillors that the minimum wage is increasing from £7.83 to £8.21 which affected two of the council's employees.

The Clerk asked Councillors to consider putting the Amenity Attendants on the living wage and to apply a 2% pay increase to all other staff.

The Clerks pay is set by the NJC rates.

Councillors discussed the Clerk's proposals and whether a pay award should also reflect the performance of staff.

RESOLVED: That from the 1st of April the following is implemented:

- the revised pension rates are noted and approved.
- the revised minimum wage rates are noted and approved.
- the Amenity Attendants hourly rate is increased to the living wage allowance.
- the Clerks rate of pay set by the NJC is noted and approved.
- the Youth Workers receive a 2% pay increase.
- the Assistant Clerk's pay be frozen pending a performance review.

2560F Staffing Issues *

b) To review and approve the Clerk's hours

The Clerk informed Councillors that she is still doing over her contracted 28 hours and that she will be implementing a new system to record the daily tasks that both herself and the assistant clerk perform over the first quarter of the year to assess the hours required going forward.

RESOLVED: That the review of tasks for the Clerk and Assistant Clerk be implemented.

MEETING CLOSED 20:20

* Press and Public Excluded