

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 04 JULY 2019

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

Councillors : Cllr D Barry, Cllr R Bowler, Cllr D Dyson, Cllr Mrs P Gregory, Cllr Mrs M Hughes, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs J Tompkins

Officers : Mrs G Blank

2589F Public Question Time (20 minutes)

There were no members of the public in attendance.

2590F Apologies

Apologies were received from Cllr Saxton and the reasons given were approved..

2591F Declaration of Members' Interests

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

2592F Approval of the Minutes of the Meetings held on :-

23rd May and 6th June 2019

RESOLVED: That the minutes of the meetings held on the 23rd May and 6th June 2019 are approved as a true and accurate records.

2593F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no matters to discuss.

2594F Financial Report

a) To receive and approve the financial report

The Clerk reported that the current bank balance totalled £203,671.58 as at 4th July 2019. Copies of the bank reconciliation as at 30th June 2019 had been circulated prior to the meeting and Councillors checked that the bank statements and bank reconciliation balanced for the period.

The Clerk reported that there was still an issue with the Santander bank statements not being received and updated Councillors on the situation.

b) To approve the implementation of online banking

c) To approve the opening of a new bank account with Lloyds Bank

d) To approve the authorised signatories

The Clerk informed Councillors that she hadn't completed all the research required to advise them sufficiently on the online banking so requested that items b), c) and d) be deferred.

2595F Receipts & Payments

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

The Clerk presented the list of receipts and payments for the month of May and the total was checked against the bank reconciliation.

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

b) To risk assess the petty cash reimbursement

The Clerk presented the petty cash reimbursement for approval and the Chairman read out any large amounts.

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

2596F Donations

- To consider and approve a donation to Aughton Early Years

The Clerk read out a letter from Aughton Early years requesting a donation towards the purchase of 5 soft play mats required to run some baby sessions in the Centre.

RESOLVED: That a donation of £100 is made to Aughton Early years for the purchase of 5 soft play mats for The Centre.

2597F Equipment

a) To approve the purchase of a floor cleaner for the Centre

The Clerk informed Councillors that the floors in the Centre were beginning to look quite dirty and the whole floor dull. Following a demonstration of the Imop from TL Killis which highlighted just how dirty the floors were she asked Councillors to consider purchasing one for both the Centre and the Pavilion. Cllr Barry was also at the demonstration and agreed that the Imop would be a good purchase.

RESOLVED: That the Imop be purchased by the Parish Council for use in the Centre and the Pavilion.

b) To consider and approve the purchase of blinds for the Centre

Following complaints from hirers that the Centre hall was too bright for some events, that TV screens in the meeting rooms were obscured by the sun, lack of privacy in the meeting rooms and that the Café gets very hot in an afternoon, quotes have been obtained by the Centre's staff to have black out blinds fitted. The Clerk updated Councillors on the quotes and asked them to consider purchasing them as they would be part of the fixtures and fittings.

Councillors discussed the quotes.

RESOLVED: That grey blackout blinds are purchased for the rear and sides of the building but not to the front from UK blinds direct.

2598F Staffing Issues *

- To review and approve the pay award for the Assistant Clerk

The Clerk informed Councillors that since her last review the Assistant Clerk has met

the majority of the tasks asked of her and recommended that a increase now be given to her in line with the other Parish Council staff.

Councillors discussed the issue further.

RESOLVED: That the Assistant Clerk pay award is approved and back dated to 1st June.

MEETING CLOSED 19:00

* Press and Public Excluded