

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 26 SEPTEMBER 2019

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

Councillors : Cllr R Bowler, Cllr Mrs K Saxton

Officers : Mrs G Blank

2610F Public Question Time (20 minutes)

There were no members of the public in attendance.

2611F Apologies

Apologies were received from Cllrs Barry, Dyson, Gregory, Hughes, Ridge, Rollinson and Tompkins and the reasons given were approved.

2612F Declaration of Members' Interests

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

2613F Approval of the Minutes of the Meeting held on :-

8th August 2019

RESOLVED: That the minutes of the meeting held on the 8th August 2019 are approved as a true and accurate record.

2614F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2607F - The Clerk reported that the Loan Agreement between the BPC and BCT had now been authorised and signed by both parties.

2608F - The Clerk reported that she had spoken to the Road Safety Manager at RMBC about the exit to The Centre car park issues he agreed to speak to his colleagues about the problems. The Clerk is to chase this.

2615F Approval of Annual Return

a) To receive the report of the external auditor for the financial year 2018/19

The Clerk informed Councillors that the external audit report had been received and no matters of concern had been raised.

The Chairman thanked the Clerk for her hard work and asked for this to be minuted.

b) To accept and approve the completed Annual Return for the financial year 2018/19

RESOLVED: That the completed Annual Return for the financial year 2018/19 is approved.

2616F Financial Report

- To receive and approve the financial reports for July and August 2019.

The Clerk reported that the bank balance totalled £255,733.74 as at the 26th September 2019. She informed Councillors that there were still uncashed cheques from BCT outstanding but RMBC had now paid the first invoice for the cost of building the Library.

Copies of the bank reconciliations for both July and August 2019 had been circulated prior to the meeting and Councillors checked that the bank statements and bank reconciliation balanced for that period.

The Clerk went through the budget report for the period April to August 2019 and highlighted to Councillors any variations and budget adjustments.

RESOLVED: That the financial reports are reconciled and approved for the months of July and August 2019 and the budget monitoring report with budget adjustments for the period April to August 2019 is accepted.

2617F Receipts & Payments

a) To risk assess the receipts and payments for July and August 2019

The Clerk presented the list of receipts and payments for the months of July and August 2019 and the total for each was checked against the bank reconciliation.

RESOLVED: That the receipts and payments list for July and August 2019 are risk assessed and approved.

b) To risk assess the petty cash reimbursement for July and August 2019

The Clerk presented the petty cash reimbursements for July and August 2019 for checking and approval. Cllr Bowler completed an independent check of the payments and receipts.

RESOLVED: That the petty cash reimbursements for July and August 2019 are 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.

2618F Equipment

- To consider and approve the purchase of outdoor gym equipment for Brinsworth Playing Fields.

The Clerk presented quotes she had received from 2 suppliers for the Councillors' consideration. Both quotes were for 5 pieces of equipment to be placed on Brinsworth Playing Fields.

The first quote for £8,082 was for 5 pieces of basic kit which have no tensioners to increase / reduce resistance, the company are not API registered and haven't completed a site visit.

The 2nd quote is for £12,461 with a wide range of products working different muscle groups. The machines are the same as those currently installed at Denaby. There may be opportunity to negotiate some discount if all 5 pieces are purchased at once. A site inspection has been completed by the Company.

The Clerk confirmed that £5,000 had been allocated from this years budget plus the collection at the firework display would be contributing to the costs. The outstanding

balance can come from the play equipment reserve.

RESOLVED: That the Clerk looked for some comparative quotes and ask what discount can be obtained from the Company with the better equipment.

2619F Staffing Issues *

a) To receive an update on staffing issues

The Clerk updated Councillors on current staffing issues:

The litter picker is currently off with sciatica and has been for 8 weeks, the relief attendant has covered the main routes where possible. One attendant has now started his reduced hours and work pattern and appears to be working well. The Parish staff seem happy and working well as a team.

b) To review the contracted hours of the Clerk

The Clerk asked Councillors to consider increasing her hours on a permanent basis to 37 hours per week, 5 of which are to be paid by BCT due to the continued busy workload. The Clerk reassured Councillors that should she no longer required the additional hours they will be notified.

RESOLVED: That the Clerk's hours are increased to 37 hours per week.

c) To review the contracted hours of the Assistant Clerk

The Clerk asked Councillors to consider increasing the number of hours for the Assistant Clerk. Councillors asked why this is necessary and the Clerk gave her reasons.

RESOLVED: That the Assistant Clerk be given additional hours for specific one off tasks allocated by the Clerk. This is to be reviewed by Councillors at the November meeting.

d) To consider the employment of an additional member of office staff

The Clerk asked Councillors to consider possibly employing an additional member of staff on a part time basis to assist the increasing workloads that she is facing. At this stage the level of assistance is not known and is dependant on what the Assistant Clerk would be able to do. The Clerk shared similar sized Parish Council staffing structures to justify her request.

Councillors discussed the request and agreed it would be beneficial for the Clerk to have support on the higher level duties that need doing but it would require someone with experience and/or the CiLCA qualification. The Clerk was asked to consider what she would like the post to do and the number of hours and bring to another meeting for Councillors to consider.

The Clerk update Councillors that she had 2 units (out of 30) to complete of her CiLCA qualification.

MEETING CLOSED 20.15

* Press and Public Excluded