

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 31 OCTOBER 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 Mrs K Saxton, Cllr Mrs J Tompkins

Officers : Mrs G Blank

2620F Public Question Time (20 minutes)

Local residents, whose property backs on to the playing fields, were in attendance to complain about water running off the field onto their's and their neighbour's property causing the drives to flood. Councillors discussed the history of the problem and agreed to look at the issue and get advice from Yorkshire Water and RMBC on how the problem can be alleviated.

The residents thanked Councillors for listening to them and said they would be back in the New Year to see what progress had been made.

2621F Apologies

Apologies were received from Cllrs Ridge and Rollinson and the reasons given were approved.

2622F Declaration of Members' Interests

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

2623F Approval of the Minutes of the Meeting held on :-

26th September 2019

RESOLVED: That the minutes of the meeting held on the 26th September 2019 are approved as a true and accurate record.

2624F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no ongoing issues to discuss.

2625F Financial Report

The Clerk reported that the bank balance totalled £214,928.18 as at the 31st October 2019. She informed Councillors that when all outstanding cheques from BCT are cashed the balance will be £284,656.23.

Copies of the bank reconciliation for September 2019 had been circulated prior to the meeting and Councillors checked that the bank statement and bank reconciliation balanced for the period.

RESOLVED: That the financial report is reconciled and approved for September 2019.

2626F Receipts & Payments

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

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

RESOLVED: That the receipts and payments lists for September 2019 are risk assessed and approved.

b) To risk assess the petty cash reimbursement

The Clerk presented the petty cash reimbursement for September 2019 for checking and approval.

RESOLVED: That the petty cash reimbursement for September 2019 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.

2627F Donations

- To consider a donation to Rotherham Holiday Aid

The Clerk read out the letter from Rotherham Holiday Aid requesting a donation towards holiday breaks for disadvantaged families in Brinsworth and Rotherham.

The Parish Council has donated towards this charity before and agreed it was a worthy project.

RESOLVED: That a donation of £200 be granted to Rotherham Holiday Aid under section 137.

2628F Play Equipment

- To consider and approve the revised quotation for the installation of outdoor gym equipment on Brinsworth Playing Fields

The Clerk reported that instead of a discount on their original quote Proludic had offered an additional piece of equipment and 2 family fit activity sessions free of charge, the value of this being approximately £1,300.

Councillors considered the proposal again and discussed funding the project.

RESOLVED: That Proludic install 6 pieces of outdoor gym equipment as per the revised quotation of £12,967.30.

2629F Resource Centre

- To consider and approve the suggested replacement handrail to the front of The Centre

The list of building snags had been circulated to Councillors prior to the meeting and the Clerk updated Councillors on the snagging meeting held between Cadam Construction, Mitchell Proctor, Cllr Williams, The Centre Manager and herself.

Cadam have suggested welding the joints of the existing handrail to see if this withstands usage and review it after a month before deciding whether to complete the entire fence or replace with an alternative.

Issues with the concourse flooring, fire doors and the hall dividing doors were also discussed.

Councillors agreed to see if the welding of the handrail rectified the current issues and review at the next meeting.

2630F Staffing Issues *

- To receive a report from the Clerk on staffing requirements for the Parish Council and to consider and approve any agreed amendments

The Clerk circulated a new structure proposal that covered both the Parish Council staff and Centre staff.

The changes for the Parish Council are that the Clerk's hours are spread more evenly across the Parish Council and The Centre to reflect the level of support they are currently receiving. The saving from this would then cover the cost of a new Deputy Clerk post to support the Clerk with the running of the Parish Council's business. The Clerk informed Councillors that the Deputy Clerk's role would be to provide high level support with things such as Policies, Emergency Plan updating, the Parish Plan updating, Newsletter and Website maintenance, Events organising etc.

For now the Clerk suggested that this should be a temporary role until the continued level of support required is assessed.

The Assistant Clerk would still provide administrative support to both the Clerk and Deputy Clerk on her current hours and contract.

Councillors discussed the role in detail and also the role and job title of the Assistant Clerk and it was agreed that role should be an administration role and not a clerk role.

RESOLVED: That the Deputy Clerk's position is approved on a 2 year initial contract.

The Clerk also informed Councillors that the temporary Amenity Attendant had secured full time employment elsewhere and would be leaving the Parish Council at the end of November. The Clerk asked for approval to advertise the position.

RESOLVED: That approval is given to advertise and appoint to the vacant Amenity Attendant position.

MEETING CLOSED: 20.10

* Press and Public Excluded