

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 28 NOVEMBER 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 K Saxton, Cllr Mrs J Tompkins

Officers : Mrs G Blank

2361F Public Question Time (20 minutes)

There were no members of the public in attendance.

2362F Apologies

There were no apologies received.

2363F Declaration of Members' Interests

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

2364F Approval of the Minutes of the Meeting held on :-

31st October 2019

RESOLVED: That the minutes of the meeting held on the 31st October 20189 are approved as a true and accurate record.

2365F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2620F - The Clerk had reported the residents flooding issue to RMBC Drainage Team and they will send someone out to discuss the problem as soon as they have finished dealing with priority issues. The Clerk has also asked Cadam Construction to provide a map of utilities and drainage in The Centre car park to see if there are any options there.

2627F - A letter of thanks has been received from Rotherham Holiday Aid.

2628F - The Clerk informed Councillors that the outdoor gym equipment has been installed and the safety fencing will be removed early next week.

2366F Financial Report

The Clerk reported that the bank balance totalled £212,771.19 as at the 30th November 2019. She informed Councillors that outstanding invoices from BCT total £47,974.81.

Copies of the bank reconciliation for October 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 October 2019.

2367F Receipts & Payments

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

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

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

b) To risk assess the petty cash reimbursement

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

RESOLVED: That the petty cash reimbursement for October 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.

2368F Donations

- To consider a donation to the Rivers Team for 2019 Remembrance Service

Cllr Hughes asked why a donation to Friends of St George's Churchyard for serving refreshments wasn't on the agenda. The Clerk added that there are other donations also to be considered and that they would all be added onto the next agenda for approval along with any donations for the Civic Service.

Councillors considered the donation to The Rivers Team for delivering the Remembrance Service for the Parish Council.

RESOLVED: That a donation of £100 is made to The Rivers Team.

The Chairman also suggested that the young lady who played the trumpet at the Remembrance Service be donated a Meadowhall voucher and the resident who let us use his electricity be given chocolates as a token of our thanks from the Parish Council and that this should be funded from the Chairman's Allowance. Councillors agreed this was a very good idea.

RESOLVED: That the trumpet player be given a Meadowhall voucher for £25 and the resident chocolates as thanks for their support.

2369F Brinsworth Library

a) To receive an update

The Clerk informed Councillors that building works were almost complete and that the carpets will be fitted over the next few days. Eton Construction are in the process of tidying the external area of the site.

A problem with the electrics in the Parish Council offices has been identified and needs urgent attendance to make them safe. The electrician from Eton Construction has indicated the works will cost approximately £200 and the Clerk has approved the works to be completed due to their urgent nature.

RESOLVED: That the Parish Council supports the Clerks decision to have the Parish Offices electrics upgraded.

b) To review and approve the licence agreement between RMBC and the Parish

Council

The Clerk explained to Councillors that a licence agreement had been presented by RMBC for the Parish Council to read and approve. The licence sets out the terms in which the Parish Council and RMBC will use the new Library building for the next 12 months. The Clerk asked if a Councillor would like to read the licence to ensure there wasn't anything in the agreement that the Parish Council could see has being an issue.

RESOLVED: That Cllr Buckley take the licence agreement to read and sign on behalf of the Parish Council.

2370F Resource Centre

a) To receive an update

The Clerk shared a list of issues that have been raised as snags in the Centre and updated them on discussions that took place at a meeting between herself, Cllr Williams, a representative from Cadam and Inspire.

Issues with the concourse flooring, hall doors and gutters are the main issues that need resolving as well as the handrail.

Inspire have produced a final snagging report that Cadam are working through. The Clerk agreed to circulate the report to all Councillors for their information.

b) To consider and approve the proposed measures suggested by Cadam Construction to rectify the handrail to the front of The Centre.

At the meeting mentioned above Cadam and Inspire suggested that the current handrail could be welded to a sufficient standard that would make it fit for purpose and secure and that, if the Parish Council were agreeable, Cadam would offer a 12 month guarantee of the work.

Cllr Williams did not think the Parish Council should choose this option but should insist on a new handrail similar to that on the new steps.

The Clerk explained to Councillors that Cadam would be happy to look into this but would want paying in full for the existing handrail and 50% of the cost of a new handrail. Councillors discussed the options.

RESOLVED: That Cllr Williams gets a quote for a new handrail for The Centre and bring it to the next Parish Council meeting.

2371F Staffing Issues *

a) To receive feedback from the interviews for the Amenity Attendant

The Clerk informed Councillors that interviews for all 5 applicants had taken place for the Amenity Attendant and that there were 3 possible candidates. The panel had unanimously decided on the candidate to be appointed. Cllr Rollinson confirmed that this was the case. The successful candidate is being made redundant in a weeks time so is able to start work immediately.

b) To agree the interview panel for the Deputy Clerk post.

The Clerk suggested that due to current workloads and the Christmas break the shortlisting and interviews for the vacant post be delayed until the new year and

members of the staffing panel should be invited to join the interview panel.

RESOLVED: That short listing and interviews for the Deputy Clerks post take place in January 2020 and members of the staffing committee are selected to be on the panel.

MEETING CLOSED: 19:20

* Press and Public Excluded