

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 20 FEBRUARY 2020

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

**Councillors : 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, Mrs R Fisher

2391F Public Question Time (20 minutes)

There were no members of the public in attendance

2392F Apologies

Apologies have been received from Cllrs Barry and Saxton and the reasons given were approved.

2393F Declaration of Members' Interests

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

2394F Approval of the Minutes of the Meeting held on :-

23rd January 2020

RESOLVED: That the minutes of the meeting held on the 23rd January 2020 are approved as a true and accurate record.

2395F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no ongoing issues to discuss.

2396F Financial Report

The Clerk reported that the bank balance totalled £150,207.65 as at the 20th February 2020. There is outstanding income of £34,193.36 and invoices outstanding to the value of £7,866.50, making the true bank balance £176,534.51.

Copies of the bank reconciliation for January have 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 January 2020.

2397F Receipts & Payments

a) To risk assess the receipts and payments for January 2020

The Clerk presented the list of receipts and payments for January 2020 and the total for each was checked against the bank reconciliation

RESOLVED: That the receipts and payments list for January 2020 are risk assessed and approved.

b) To risk assess the petty cash reimbursement

The Clerk presented Councillors with the petty cash reimbursement for checking. Cllr Bowler checked receipts against the claim form and the Chairman read out the list of expenses to Councillors.

RESOLVED: That the petty cash reimbursement is risk assessed and approved.

c) To approve the payment of outstanding invoices

The Clerk presented Councillors with the list of outstanding invoices for payment for approval.

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

2398F Brinsworth Community Trust

- To consider and approve alternative proposals for additional storage in The Centre

The Clerk reported that there were no proposals received to discuss.

2399F Equipment

- To discuss the portable sound system

Cllr Dyson informed Councillors that he was unhappy that this item had been added to an agenda and discussed at a meeting as it was a matter between himself and The Centre. Cllr Buckley apologised for the misunderstanding and advised Cllr Dyson to speak to the Centre staff to arrange for the return of the equipment.

2400F Staff Salaries Annual Review *

- To consider the extent of any increase in employee salary rates for 2020/21

The Clerk informed Councillors that the minimum wage is increasing from £8.21 to £8.72 in April which effects the Cleaners and Street Cleansing Attendants.

The Clerk's Pay and Deputy Clerk's pay award is set by the NJC rates and is still to be resolved.

The Clerk asked Councillors to consider giving the Amenity Attendants a rise to reflect the additional work that they have taken on as this has saved the Parish Council money by not having to appoint contractors. For example, plastering, painting, dismantling and erecting fences.

Councillors discussed the request and agreed that the Attendants now do far more duties than has ever been expected and this should be reflected in their rate of pay. Cllr Hughes proposed an increase to £10.00 per hour apart from the Attendant on probation who should receive the increase on completion of this probation period. Councillors discussed the proposal.

The Clerk asked Councillors to discuss a pay increase for the Assistant Clerk and Youth workers.

RESOLVED: That from the 1st April 2020 the following is implemented:

- the revised minimum wage rates are noted and approved.
- the Amenity Attendants hourly rate is increased to £10.00 with the exception of the Attendant on probation who will receive an increase in line with the living wage until the successful completion of their probation period.
- The Clerk and Deputy Clerk's rate of pay is set by the NJC is noted and approved.
- The Youth workers receive a 2% pay increase.

- The Assistant Clerk receives a 2% pay increase.

MEETING CLOSED: 19:10