

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 30 JULY 2020

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

Councillors : Cllr Mrs P Gregory, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr P Soper, Cllr Mrs J Tompkins

Officers : Mrs G Blank

2415F Public Question Time (20 minutes)

There were no members of the public in attendance.

2416F Apologies

Apologies have been received from Cllr Mrs M Hughes and the reason given were approved.

2417F Declaration of Members' Interests

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

2418F Approval of the Minutes of the Meeting held on :-

25th June 2020

RESOLVED: That the minutes of the meeting held on the 25th June 2020 are approved as a true and accurate record.

2419F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no ongoing issues to discuss.

2420F Financial Report

a) To receive and approve the finance report

The Clerk informed Councillors that the bank balance at the 30th July 2020 was £203,647.69. The second half of the precept payment is due in November 2020.

Copies of the July 2020 bank reconciliation had been circulated prior to the meeting and Councillors checked the bank statement, displayed on screen by the Clerk, and the bank reconciliation balanced for the period.

RESOLVED: That the financial report for June 2020 is reconciled and approved.

b) To approve the implementation of online banking

The Clerk informed Councillors that during Covid the Co-Operative Bank had set up online banking to assist the Council conduct its business. At the moment the Clerk is set up and can view transactions but is not authorised to make payments. Access packs for Cllrs Buckley and Gregory had also been sent and the Clerk asked the Council to consider using this opportunity to start using the facility. The set up process is simple but needs to be completed whilst the Clerk is in attendance to help answer some of the security questions.

Councillors discussed the proposal.

RESOLVED: That the Parish Council implements online banking and that Cllrs Buckley and Gregory arrange to meet the Clerk to set up their access.

c) To approve the authorised signatories

Cllr Gregory asked how many signatories are required. The Clerk recommended as many as possible to give more flexibility. Cllrs Rollinson and Saxton were happy to remain as signatories for any cheques but did not want to use the online system. Cllrs Ridge, Soper and Williams agree to be set up for online banking.

RESOLVED: That Cllrs Ridge and Soper be added to the list of authorised signatories and that Cllrs Ridge, Soper and Williams are added to the online banking list of authorisers.

2421F Receipts & Payments

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

The Clerk had circulated a list of receipts and payments for June 2020 prior to the meeting, the total for each was checked against the bank reconciliation.

The Clerk clarified the questions from Councillors.

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

b) To approve the payment of outstanding invoices

The Clerk had circulated the list of outstanding invoices for approval prior to the meeting and explained what each item was for.

Councillors discussed the release of the retention payment to Cadam Construction and agreed that once the flooring repairs were completed satisfactorily the final valuation could be paid.

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

2422F Financial Regulations

The Clerk reminded Councillors that the Financial Regulations must be reviewed annually at the annual meeting of the Council. This meeting had been cancelled due to Covid19 so the Council were unable to undertake the review.

The Clerk highlighted the amended points in the regulations on online banking and that the Council would need to include the measures put in place to manage any risks in both the Financial Regulations and the Business and Finance Risk Assessment.

Cllr Gregory asked the Clerk to verify how point 4.3 impacted on the Council, the Clerk did not have the answer and said that she would look into it and report back.

It was agreed that a more thorough review of the financial regulations would be needed before the review in 2021.

RESOLVED: That updated Financial Regulations are acknowledged and adopted by the Parish Council.

2423F Equipment

The Chairman informed Councillors that the iPads currently in use by the Parish Council are almost 10 years old, this now means that they are unable to be updated with new software and security systems and were running much slower than when they were first purchased.

As part of the budget setting process an amount had been allocated to replace the existing iPads with a more up-to-date tablet.

The Clerk had asked IT consultant for the Centre to assist her in looking for the best option available that meets the Councillors requirements. He had suggested the LENEVO Tab M8 Tablet (32gb) at £110 each or the SAMSUNG Galaxy Tab A 8" tablet at £139. His personal preference would be the Samsung as it is easier to integrate this with emails etc. Councillors discussed the options.

Cllr Williams asked that if he preferred to use his own equipment could he receive the equivalent cash contribution. The Chairman explained that as the equipment has to be returned to the Council if a Councillor leaves this would not be possible, the rest of the Parish Council were in agreement.

Cllr Ridge suggested that the Clerk look on the Samsung website for deals.

RESOLVED: That the Clerk purchase the Samsung Galaxy Tab A 8" tablets at a cost of £139 each.

2424F Christmas Decorations

- To consider and approve the hire of hanging Christmas Tree lights

The Clerk asked Councillors to consider whether they wished to hire the solar hanging Christmas Tree lights again for Brinsworth Lane. Cllr Ridge agreed that the lights had been a welcome addition to the village over the Christmas period and he had received many positive comments.

The Clerk explained that the cost of the lights were £4,000 and the Parish Council budget is £5,000. If further illuminations or decorations are required the balance, plus any savings from elsewhere in the budget and a possible contribution from Ward Councillors could be put towards this. It was agreed that this should be discussed at a future meeting.

RESOLVED: That the solar hanging Christmas Trees are hired from Plantscape for Christmas 2020.

MEETING CLOSED: 19:35