

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 24 SEPTEMBER 2020

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

Councillors : Cllr Mrs P Gregory, Cllr Mrs M Hughes, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr P Soper

Officers : Mrs G Blank, Mrs J Huddleston

2425F Public Question Time (20 minutes)

There were no members of the public in attendance.

2426F Apologies

Apologies have been received from Cllr Mrs J Tompkins and Cllr S Ridge and the reasons given were approved.

2427F Declaration of Members' Interests

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

2428F Approval of the Minutes of the Meeting held on :-

30th July 2020

RESOLVED: That the minutes of the meeting held on the 30th July 2020 are approved as a true and accurate record.

2429F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

a. 2420F Financial Report - b) To approve the implementation of online banking - The Clerk reported that she was hoping to start this piece of work soon and would need all Councillors to sign the forms.

b. 2423F Equipment - The Clerk informed Councillors that all the note pads had been received and that she was in the process of setting them up.

c. 2424F Christmas Decorations - The Christmas tree lights have been ordered.

Cllr Gregory asked the Clerk if she had found an answer to her query in 2422F, the Clerk admitted she hadn't and would look into it for her.

2430F Financial Report

a. To receive the up to date bank balance.

The Clerk informed Councillors that the bank balance at the 24th September 2020 was £324,649.16.

The Clerk asked Councillors for permission to transfer some of the funds to the Santander account for security reason.

RESOLVED: That the Clerk transfer funds to the Santander bank account up to £80,000.

b. To receive and approve the bank reconciliations for July 2020 and August 2020.

Copies of the July and August 2020 bank reconciliations had been circulated prior to

the meeting and Councillors checked the bank statements, displayed on screen by the Clerk, and the bank reconciliations balanced for each period.

RESOLVED: That the financial report for July and August 2020 are reconciled and approved.

2431F Receipts & Payments

a. To risk assess the receipts and payments for July and August 2020.

The Clerk had circulated a list of receipts and payments for July and August 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 July and August 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.

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

c. To risk assess the petty cash reconciliation.

There was no petty cash reconciliation to check.

2432F Approval of Annual Return

a. To receive the report of the external auditor for the financial year 2019/20

b. To accept and approve the completed Annual Return for the financial year 2019/20

The Clerk informed Councillors that the external auditors report had not been received and the item would need to be deferred to an alternative meeting.

2433F Maintenance Costs

To receive and approve a quotation for the repairs and maintenance works required on the Parish Council owned footpaths.

The Clerk shared the quote received for the repairs to the footpaths on both Millennium Park and Brinsworth Playing Fields.

Due to the urgent nature of the work it was agreed to suspend the need to get 3 quotes. The company chosen to do the work have been used previously by the Council.

RESOLVED: That the quote of £4,410 for repairs to the Parish Council footpaths is approved.

2434F Purchase of Equipment

- a. To consider and approve the purchase of office IT equipment

The Clerk asked Councillors to consider replacing the existing office IT equipment. The current equipment is not compatible with some of the software the Council uses and are starting to slow due to their age.

The Assistant Clerk still only has a desk top computer and would benefit from a laptop to enable her to work at home.

The Deputy Clerk informed Councillors of the cost involved in getting laptops that supported the Council's requirements.

RESOLVED: That a budget of £2,500.00 is set for the purchase of 3 new laptops for the Parish Council office.

- b. To consider and approve what should be done with any surplus IT equipment.

The Clerk asked Councillors to consider donating the existing equipment to Brinsworth Community Trust as The Centre staff are currently sharing the few computers they have.

RESOLVED: That the existing office IT equipment is donated to Brinsworth Community Trust.

The Clerk also asked Councillors what they wished to do with the old iPads and Councillors discussed the issue. The Clerk reminded Councillors that the iPads would need to be completely wiped of all Parish Council business.

RESOLVED: That any Councillor wishing to purchase their iPad may do so for £30.00, a decision is to be made as to what to do with the remaining iPads at a future meeting.

2435F Contracts

To consider and approve the extension of the accounts and finance packages with EdgeIT.

RESOLVED: That the accounts and finance package contract with EdgeIT is extended for a further 5 years.

2436F Staffing Issues *

- a. To receive an update on the vacant Attendants post.

The Deputy Clerk updated Councillors on the failed recruitment to the vacant attendant post and informed them that the post has now been re-advertised.

- b. To receive an update on current sickness.

The Clerk updated Councillors on the 2 members of staff on long term sickness. It was agreed that the Clerk should contact the individuals to discuss their situation and return to work.

- c. To receive, consider and approve the job evaluation report for the Clerk.

The Clerk was asked to leave the meeting whilst Councillors discussed the job

evaluation report received by YLCA. The report was requested due to the increased responsibilities that the Clerk had taken on since being appointed.

RESOLVED: That the Clerks post is re-evaluated and set within the substantive level 3 grade.

d. To review and approve the revised hours of the Clerk.

RESOLVED: That the Clerk's hours are reviewed and set at 37 hours.

2437F Land at former Brinsworth Library site

- To consider and approve a proposal for Brinsworth Parish Council to take on the maintenance of the former Brinsworth Library site.

The Clerk informed Councillors that RMBC have approached the Parish Council to look after the former Library land on Brinsworth Lane until RMBC has more time to consider its future.

Cllr Buckley updated Councillors on the decision.

The Clerk informed Councillors that RMBC would charge the Parish Council an annual market rent for the land and they would be expected to pay the cost of any maintenance and liability.

Councillors discussed the request.

RESOLVED: That in principle the Parish Council agrees to the request but asks that the Clerk get the full cost implications together for more consideration.

Cllr Williams asked for it to be noted that he did not agree that the Parish Council should rent the land as there was no certainty that RMBC would not sell it further down the line.

2438F Zoom Meeting Joining Instructions

<https://us02web.zoom.us/j/86815123173?pwd=aW9mbytIT1dUUHdFZG9OWWxoSzJJdz09>

Meeting ID: 868 1512 3173

Passcode: 72019

MEETING CLOSED: 20:45