

## Brinsworth Parish Council

### MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 29 OCTOBER 2020

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

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

Officers : Mrs G Blank

#### 2439F Public Question Time (20 minutes)

A member of the public was in attendance to observe a Parish Council meeting as she was interested in possibly applying to join.

The Chairman welcomed the resident and explained how the meetings were conducted and that if she required any further information after the meeting to contact the Clerk.

#### 2440F Apologies

There were no apologies received.

#### 2441F Declaration of Members' Interests

The Chairman asked Councillors to declare any interests, pecuniary or another, either now or before the start of the relevant agenda item being discussed.

#### 2442F Approval of the Minutes of the Meeting held on :-

24th September 2020

RESOLVED: That the minutes of the meeting held on the 24th September 2020 are approved as a true and accurate record.

#### 2443F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2429F - Financial Regulations query - the Clerk informed Cllr Gregory that the Financial Regulation in question related to unspent provisions for works completed not being permitted to be carried forward and should be redistributed within the budget.

2433F - Footpath repairs - the Clerk informed Councillors that she was awaiting a start date from the contractor. Cllr Ridge asked if the footpath could be resprayed to highlight the trip hazard.

2434F - Laptops - the Clerk reported that the new staff laptops had been received and were now in use. The old equipment had been passed to the Centre for their use with the exception of one laptop that has been retained for the Chairman's use during zoom meetings.

#### 2444F Financial Report

a. The Clerk reported that the current bank balance of the Parish Council is £273,885.49

b. To receive the 2nd quarter budget report and approve any budget adjustments agreed.

The Clerk had circulated the 2nd quarter budget report to Councillors prior to the meeting with proposed budget amendments for their consideration. Councillors discussed the budget amendments and any variations were explained by the Clerk.

RESOLVED: That the revised budget is approved and the 2nd quarter budget report is received and approved.

c. To receive and approve the bank reconciliation for September 2020.

The Clerk had circulated the September bank reconciliation prior to the meeting along with a copy of the bank statements for checking. The figures were checked aloud by Councillors.

RESOLVED: That the bank reconciliation for September 2020 is reconciled and approved.

#### **2445F Receipts & Payments**

a. To risk assess the receipts and payments for September 2020.

The Clerk had circulated the list of receipts and payments for September prior to the meeting. The total of each document was checked against the bank statement to ensure that they corresponded.

Councillors asked the Clerk to clarify any items they had questions about. A query was raised regarding the cost of the water bill for the Parish Council. The Clerk reported that there seems to be an issue and it was being investigated. Cllr Soper suggested that the meter is checked to ensure it isn't faulty. The Clerk said she would get this looked at.

b. To approve the list of outstanding invoices for payment.

The Clerk circulated the list of outstanding payments for approval and discussed what each invoice was for.

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

#### **2446F 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 this item should be deferred as the report had not yet been received.

#### **2447F Computers**

- a. To consider and approve appointing an IT consultation to assist with IT issues.
- b. To consider and approve the appropriate funding packages for the IT consultant.

The Clerk informed Councillors that herself and the Managers at The Centre were spending a lot of time trying to resolve IT issues such as setting up new computers, resetting equipment to work with broadband renewals and also connecting to the server.

The Clerk had mentioned the problem in a Clerks Forum and was provided with a company name which several Councils use for IT support.

The company offered a free consultation and had been on site to assess the current IT issues. They provide a pay as you go option at £85.00 per hour with a 1 hour minimum call out or they offer a block booking of 10 hours that can be used in 15 minute instalments at a cost of £700.00. The Clerk felt that the 2nd option would be

beneficial at this stage due to the amount of work that needed to be done to get all the IT working correctly and suggested that the 10 hours could be purchased between the Parish Council and the Trust.

The Clerk also confirmed that this cost had been built into the new budget in anticipation.

RESOLVED: That IT consultants are used to resolve IT issues in future and that the block booking of 10 hours is purchased.

**2448F Land at former Brinsworth Library site**

- a. To receive an update on the annual costs to the Parish Council if they take on the maintenance of the former Brinsworth Library site.
- b. To approve the proposal for Brinsworth Parish Council taking over the maintenance of the land at the former Brinsworth Library site.

The Clerk informed Councillors that she had renegotiated the rent for the former Library site from £500.00 per annum to £150.00. The cost of cutting the grass for the piece of land would be £89.00 if RMBC are used and the insurance for the land is covered under the Parish Council's current policy.

RESOLVED: That Brinsworth Parish Council take over the maintenance of the land at the former Brinsworth Library site.

**2449F Staffing Issues \***

At this point of the meeting the member of the public was asked to leave the meeting due to the sensitive nature of the items being discussed.

- a. To receive an update on the attendants vacancy.

The Clerk reported that 5 applicants had been interviewed by the herself, the Deputy Clerk and Cllr Saxton. The Clerk updated Councillors on the successful candidate and reported that he will start his employment on 3rd November 2020.

- b. To receive an update on current sickness.

The Clerk reported that there are still 2 members of staff on long term sickness and has met each one to receive an update. The Clerk updated Councillors on the details.

- c. To receive compliments made by members of the public about the Council's litter picker.

The Clerk reported that she had received several compliments about the Council's new litter picker from both candidates they had interviewed and members of the public. Councillors asked the Clerk to pass their thanks on to him for the excellent work he is doing.

- d. To consider and approve the Deputy Clerks completion of her probation period and the subsequent pay award.

The Clerk informed Councillors that the Deputy Clerk was at the end of her extended probation period and asked Councillors to consider whether to offer her the post on a permanent basis. Councillors asked the Clerk for her opinion as her line manager. The Clerk reported that she would have no hesitation in recommending that the probation period is successfully completed and that the financial recompense should

also be awarded.

RESOLVED: That the Deputy Clerk's probation period has been successfully completed and that the spinal column point 21 is awarded.

MEETING CLOSED: 20:00