

## Brinsworth Parish Council

### MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 26 NOVEMBER 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

#### 2450F Public Question Time (20 minutes)

There were no members of the public in attendance.

#### 2451F Apologies

There were no apologies received.

#### 2452F 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.

#### 2453F Approval of the Minutes of the Meeting held on :-

- 29th October 2020

RESOLVED: That the minutes of the meeting held on the 29th October 2020 are approved as a true and accurate record.

#### 2454F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2443F (2433F) - Footpaths - The Clerk informed Councillors that she had spoken to the contractor and they are hoping to commence the repairs in the next couple of weeks.

2445F - Water Bill - The Clerk reported that the matter is still being investigated and is taking longer than anticipated due to the poor access to the water meter.

2447F - IT Company - The Clerk reported that the company engaged have done a lot of work separating the broadband of The Centre and Parish Council and also have the server up and running. The work to date has taken 12 hours but the company have only charged for 10. Another block of hours is to be purchased to resolve the final issues and then use on an ad-hoc basis.

2448F - Library Land - The Clerk reported that she had received a lease agreement through from RMBC, which is a standard 12 month lease agreement, and has forwarded a copy to the Chairman. The Clerk asked Councillors if they were happy for herself and the Chairman to deal with the issue.

RESOLVED: That the Clerk and Chairman can sign the lease agreement on behalf of the Parish Council.

#### 2455F Financial Report

a. To receive the up to date bank balance.

The Clerk reported that the bank balance as at 26th November 2020 is £271,235.44.

The Clerk informed Councillors that she had applied for the Government's Business Support Grant as the Pavilion is still unable to reopen due to Covid restrictions.

RMBC have also issued a credit to the Parish Council for works not completed, the credit will be for £4,646.41 (excluding VAT).

b. To receive and approve the bank reconciliation for October 2020.

The Clerk had circulated the October 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 October 2020 is reconciled and approved.

#### **2456F Receipts & Payments**

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

The Clerk had circulated the list of receipts and payments for October prior to the meeting. The total of each document was checked against the bank reconciliation to ensure that they corresponded. Councillors asked the Clerk to clarify any items they had questions about.

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

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

The Clerk shared the list of invoices for approval and discussed what each item was for.

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

#### **2457F Petty Cash**

a. To risk assess and approve the petty cash reconciliation.

The Clerk shared the petty cash reconciliation with Councillors for checking. As it was difficult to do this remotely it was agreed that the Chairman would call into the Parish office and check the petty cash in person.

RESOLVED: That the petty cash is risk assessed and approved and that in future a member of the Parish Council will call to the office to spot check the petty cash.

b. To receive a report of a petty cash discrepancy and consider and approve the appropriate course of action.

The Clerk updated Councillors on a discrepancy that she has been found on the previous petty cash claim. After a thorough audit of the Chairman's allowance and petty cash a discrepancy of £41.30 had been found and the Clerk asked Councillors to approve the writing off of this amount. The Clerk explained her findings to Councillors and said that she was confident that the error was from a lack of organisation and missing receipts and nothing more serious.

The Clerk explained that she had implemented a new procedure for the petty cash and Chairman's allowance and assured them that she would regularly complete the audit going forward. The Clerk also suggested that when Councillors call into the office they do a spot check with the Clerk.

RESOLVED: That the Clerk's explanation for the discrepancy is accepted and the amount of £41.30 is written off. The Clerk will ensure a more robust system is put in place and Councillors will do spot checks going forward.

## **2458F Approval of Annual Return**

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

The Clerk had circulated the external audit report to Councillors prior to the meeting, The Clerk informed Councillors that the external audit report from PKF Littlejohn had been received and no matters of concern had been raised.

The Clerk confirmed that as per the audit process requirements the report was now on the Parish Council website and in the notice boards.

Councillors thanked the Clerk for her hard work and asked for this to be minuted.

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

RESOLVED: That the completed Annual Return for the financial year 2019/20 is approved.

## **2459F Donations**

- To consider and approve, if appropriate, a donation request from Rotherham Rescue Rangers.

Prior to the meeting the Clerk had circulated a letter asking for a donation towards local charity Rotherham Rescue Rangers to be considered. Councillors discussed the request.

RESOLVED: That a donation of £100 is given to Rotherham Rescue Rangers.

## **2460F Purchase of Equipment**

- a. To receive a report on the viewing of a new ride on mower.
- b. To consider and approve, if appropriate, the purchase of a new ride on mower.

The Clerk informed Councillors that herself and two of the Attendants had attended a demonstration of a ride on mower. The mower itself is exactly what the Parish Council needs to be able to cut the grass at all of its sites. A copy of the brochure had been forwarded to Cllr Williams for him to look at.

The Clerk felt that the quote for the mower was a little high and, now that the Parish Council knows what piece of equipment they need, they should shop around. Councillors discussed the proposal.

RESOLVED: That the Clerk look at getting a more competitive price and Cllr Williams will see if a better deal can be negotiated.

## **2461F Brinsworth Community Trust**

- a. To consider and approve a lease agreement between Brinsworth Parish Council and Brinsworth Community Trust for the use of The Centre.

The Clerk informed Councillors that following some recent training she had attended it was apparent that a lease agreement was needed between the Parish Council and the Board of Trustees at The Centre.

The Clerk agreed that she would complete a draft for Councillors to consider before the next meeting.

- b. To discuss the loan agreement in place with Brinsworth Community Trust and approve any action required.

The Clerk asked Councillors if they wanted to consider changing the last 3 years funding to the Trust from a loan to a contribution. This would ease the financial pressure on The Centre and once they break even all surpluses can be put back in to the community.

Going forward the Parish Council could then budget £50,000 per year as a contribution towards running costs until such a time The Centre is self sufficient. Councillors discussed the proposal.

RESOLVED: That the Clerk present a report for the Councillors to consider at the next meeting.

**2462F Staffing Issues \***

a. To receive a staffing update and approve any appropriate decisions to be made.

The Clerk updated Councillors on the current staff on sick leave and informed them that it was unlikely that one member of staff will return to work. This post is currently being covered temporarily and the Clerk asked that if a resignation is received by the current postholder could the post be offered to the temporary member of staff on a permanent basis.

RESOLVED: That the temporary member of staff can be offered a permanent contract should the current post holder hand in their resignation.

The Clerk updated Councillors on the new Attendant who started with the Council on 3rd November 2020.

The Clerk updated Councillors on a disciplinary she and the Deputy Clerk had completed with a member of staff. Councillors asked the Clerk to circulate the minutes of the meeting for their information. Councillors agreed that if the current performance issues with the individual continue more serious actions may need to be considered.

MEETING CLOSED: 20:05