

## Brinsworth Parish Council

### MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 28 JANUARY 2021

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

Councillors : Cllr Mrs K Chapman, 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, Mrs J Huddleston

#### 2474F Public Question Time (20 minutes)

There were no members of the public in attendance.

#### 2475F Apologies

There were no apologies received.

#### 2476F 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.

#### 2477F Approval of the Minutes of the Meeting held on :-

17th December 2020

RESOLVED: That the minutes of the meeting held on the 17th December 2020 are approved as a true and accurate record.

#### 2478F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no ongoing issues to discuss.

#### 2479F Financial Report

a. To receive the up to date bank balance.

The Clerk reported that the bank balance as at 28th January 2021 is £180,435.

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

The Clerk had circulated the December 2020 bank reconciliation prior to the meeting along with copies of the bank statements for checking. The figures were checked aloud and verified by Councillors.

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

#### 2480F Receipts & Payments

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

The Clerk had circulated the list of receipts and payments for December 2020 prior to the meeting. The total of each document was checked against the bank reconciliation to ensure they corresponded. Councillors asked the Clerk to clarify any items which they had questions about.

RESOLVED: That the receipts and payments for December 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 where appropriate.

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

**2481F Staffing Issues \***

a. To review the probation period of the Attendant.

The Clerk updated Councillors on the progress of the newly employed Attendant and informed them that his 3 month probation period had ended. The Clerk recommended that Councillors approve the completion of his probation.

RESOLVED: That the Attendant has satisfied the requirements in his probation period and is offered the position on a permanent basis. The Attendant will also receive the appropriate pay increase as per the conditions of his contract of employment.

b. To consider and approve the job description and pay grade for the Library supervisor post.

Prior to the meeting a draft job description was circulated to Councillors for their consideration. The job description is based on that of a band D Library Officer with RMBC.

Following a meeting with RMBC Library Services the Clerk advised Councillors on the appropriate pay level for the Library supervisor and hours of employment.

Councillors discussed whether the post should be offered as one full time post or two part time posts. The Clerk suggested that this option be left open and to assess it further when they see the applicants. The Clerk suggested asking RMBC if they would be able to offer locum support to cover holidays etc if the job share option isn't taken.

RESOLVED: That the job description for the Library supervisor is approved based on a 22 hour contract for either 1 or 2 people on a rate of pay of £11 per hour.

**2482F Budget \***

- To approve the 2021/22 draft budget (to be supplied in advance of the meeting for consideration).

The Clerk had circulated the draft budget to Councillors prior to the meeting. The information presented is based on a combination of current spend and future plans. The impact of ongoing Covid19 restrictions are still unknown.

The Clerk informed Councillors that the tax base for 2021/22 has reduced which will result in a small percentage increase of 1.39% on a standstill budget.

Inflation and the cost of the new Library supervisor post and election costs have resulted in a £23,000 increase in expenditure.

The Clerk informed Councillors that the current level of reserves were within the recommended financial guidelines.

Councillors discussed the budget requirements and asked the Clerk to adjust the budget and bring the amendments to a future meeting for approval.

**2483F Precept \***

- To consider and approve the level of precept for 2021/22 (analysis showing implications of increases will be supplied before the meeting).

Whilst discussing the budget for 2021/22 Councillors were mindful of the affect on the level of precept. Councillors agreed that the precept increase should be kept as low as possible without compromising on the work and future projects of the Council.

Following the budget discussions and funding required to meet future projects the Council agreed on the appropriate increase in the precept of 6.45%. The tax base increase of 1.39% would be added to this amount

**RESOLVED:** That precept for 2021/22 is increased by 8%, which includes the 1.39% increase in tax base.

**MEETING CLOSED: 20:00**

\* Press and Public excluded