

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 25 FEBRUARY 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

2484F Apologies

There were no apologies received.

2485F Declaration of Members' Interests

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

2486F Approval of the Minutes of the Meeting held on :-

28th January 2021

RESOLVED: That the minutes of the meeting held on the 28th January 2021 are approved as a true and accurate record.

2487F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no ongoing issues to discuss.

2488F Financial Report

a) To receive the up to date bank balance

The Deputy Clerk reported that the bank balance at the 25th February 2021 is £177,268.95.

The Parish Council has received £7,355.00 funding towards loss of income due to Covid 19 restrictions and a further amount is anticipated in March.

b) To receive and approve the bank reconciliation for January 2021

Copies of the bank reconciliation and bank statements had been circulated to Councillors prior to the meeting. The documents were checked against each other to check that they balance.

RESOLVED: That the bank reconciliation for January 2021 is reconciled and approved.

2489F Receipts & Payments

a) To risk assess the receipts and payments for January 2021

A list of receipts and payments for January 2021 had been circulated prior to the meeting and Councillors asked the Clerk to explain any items they required clarifying.

The Clerk pointed out that the £2,000.00 grant allocation had been received for the replacement of the bowling spectator sheds and that the materials required to build them had been purchased.

Cllr Saxton asked that credits on the list of payments be made clearer by putting the figures in brackets.

RESOLVED: That the receipts and payments for January 2021 were checked, risk assessed and approved.

b) To approve the list of outstanding invoices for payment

The Clerk read out the list of outstanding invoices to Councillors for their approval.

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

2490F Insurance

- To receive the insurance quotation for 2021/2022 and approve the appropriate policy to be purchased

The Clerk shared the details of the insurance renewal with Councillors and asked them to consider the quotes suggested by the Council's insurance broker, Came and Company.

RESOLVED: That the insurance renewal quotation with AXA insurance is approved for the next 3 years.

2491F Budget *

- To approve the 2021/2022 budget

The Clerk had circulated the 2021/2022 budget again to Councillors for them to consider and approve. The budget had not been adjusted since the precept was set. The Clerk confirmed that the budget can be reviewed and amended throughout the year to meet the changing demands of the Parish Council

RESOLVED: That the 2021/2022 budget is approved.

2492F Staffing Issues *

- To receive a staffing update

The Clerk updated Councillors on the current staffing situation

Flowers have been sent to the Parish Council cleaner who recently left its employment and she had sent her thanks to Councillors for the thoughtful gift.

The Parish Council litter picker has returned to work following a problem with her back. She is using her remaining annual leave to ease herself back into work. A new litter picking programme for both pickers will be put together once she is fully fit. Cllr Ridge asked if a record of the number of bags of rubbish can be kept so the information can be shared with residents in future newsletters

RESOLVED: That a record of bags of litter picked is started from the 1st March 2021.

One of the Amenity Attendants who has been advised to shield until he has his Covid vaccination is using his remaining leave until he is able to return to work.

The office is being covered during office hours by one of the office staff and the telephones are being forwarded to the Assistant Clerk's mobile phone. The Clerk and Deputy Clerk are both contactable on their mobile phones.

The Clerk still has a lot of annual leave to take and has booked a number of dates off in March which will be circulated to all Councillors.

2493F Staff Salaries Annual Review *

- To review and approve where appropriate the annual pay increase for Parish Council staff effective from 1st April 2021

The Clerk, Deputy Clerk and Councillors discussed the appropriate pay awards for each member of the Parish Council staff who's rate of pay is not linked to the public sector NJC pay scales namely the Amenity Attendants, Litter Pickers, Cleaner and Assistant Clerk.

One member of staff currently on probation will not receive a pay rise until the end of this period and will be discussed at a later date.

RESOLVED: That the pay increase for Parish Council employees not on the Public Sector NJC rates of pay are agreed.

MEETING CLOSED: 20:05

* Press and Public excluded