

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 25 MARCH 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

2494F Public Question Time (20 minutes)

There were no members of the public in attendance.

2495F Apologies

There were no apologies received.

2496F 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.

2497F Approval of the Minutes of the Meeting held on :-

25th February 2021

RESOLVED: That the minutes of the meeting held on the 25th February 2021 are approved as a true and accurate record.

2498F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2492F - The Clerk reported that the Deputy Clerk was meeting with the Litter Pickers next week and would ask them to start counting bags of rubbish collected from the first week in April.

2499F Financial Report

a) To receive the up to date bank balance

The Deputy Clerk reported that the bank balance at 25th March 2021 is £162,739.25

b) To receive and approve the bank reconciliation for February 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 February 2021 is reconciled and approved.

2500F Receipts & Payments

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

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

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

b) To approve the list of outstanding invoices for payment

The Clerk informed Councillors that there were 3 outstanding invoices for payment. £50.00 to Leedar Automotive for the truck MOT, £1452.00 to Rivers Team for grass cutting at St George's Churchyard, and £1075.00 to YLCA for the annual membership fee.

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

2501F Purchase of Equipment

- To consider and approve the purchase of alternative photo frames for Council pictures

The Deputy Clerk reported that current photo frames are being specially made even though they are for standard sized photos, are taking a long time to make and are expensive.

RESOLVED: That existing frames will be used in the Pavilion and that new, more modern and cheaper frames, will be purchased for all photos in The Centre.

2502F Risk Assessment

- To consider and approve the financial and management risk assessment for 2020/2021

The Clerk reported that this document is reviewed annually and there are no changes from last year. She said that online banking will be added once it is up and running.

RESOLVED: That the financial and management risk assessment for 2020/2021 is approved.

2503F Review of Effectiveness of System of Internal Control *

- To consider and approve the review of effectiveness of system of internal control document for 2020/2021.

The Clerk reported that this document is reviewed annually and there are no changes from last year.

RESOLVED: That the review of effectiveness of system of internal control for 2020/2021 is approved.

2504F Review of System of Internal Audit *

- To consider and approve the review of system of internal audit document for 2020/2021.

The Clerk reported that this document is reviewed annually and there are no changes from last year.

RESOLVED: That the review of system of internal audit for 2020/2021 is approved.

2505F Staffing Issues *

- To receive an update on the Library Supervisor post

The Deputy Clerk reported that Leah Fletcher has been recruited as Library Supervisor and will be starting on 4th May 2021.

MEETING CLOSED: 19:10

* Press and Public excluded