

# Brinsworth Parish Council

## MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 16 DECEMBER 2021

Those present :

Chair : Cllr C L Jones

Councillors : Cllr A Buckley, Cllr J T Chatwyn, Cllr J R Gelder, Cllr P Gregory, Cllr T Hannan, Cllr A Nocton, Cllr M Rollinson, Cllr J Watson

Officers : Mrs J Huddleston

### 2582F Public Question Time (20 minutes)

There were no members of the public in attendance.

### 2583F Apologies

Apologies have been received from Cllrs Hollis and Ridge and the reasons given were approved.

### 2584F Declaration of Members' Interests

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

### 2585F Approval of the Minutes of the Meeting held on :-

25th November 2021

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

### 2586F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2577F - The Deputy Clerk confirmed the signs have been received and put up in the Churchyard.

2580F - The Deputy Clerk confirmed donations and vouchers had been organised.

### 2587F Financial Report

RESOLVED: That this agenda item is deferred to the January meeting.

### 2588F Receipts & Payments

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

The list of receipts and payments was circulated prior to the meeting and Councillors had no queries on these.

RESOLVED: That the receipts and payments for November 2021 have been risk assessed.

b) To approve the list of outstanding invoices for payment

The list of outstanding invoices for payment was read out to Councillors.

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

### 2589F Budget

The Chair noted that she was unhappy that the Clerk had cancelled the meeting without consultation with the Chair once it had been convened. The Chair said she had sought advice from YLCA about this, and then read out a statement, asking for the following part to be noted: "The budget can be set in January contrary to information given by the Clerk in the November Finance meeting."

The Deputy Clerk and Councillors explained that, while the deadline for setting the budget is January, the Parish Council have historically had the tax base from RMBC in December and worked ahead to allow more time for any adjustments, and to accommodate that January meetings can sometimes be after the deadline date.

Discussion also centred around why the Chair had chosen to let the meeting go ahead, despite agenda items needing to be deferred and recent NALC guidance advising Parish Councils not to hold meetings in December unless necessary. Concerns were raised that this choice undermined the safety advice given by the Clerk and Deputy Clerk. The cancellation of the Staffing Committee meeting that was due to take place prior to the Finance meeting was also questioned and Councillors highlighted concerns over the reasons for this inconsistency.

RESOLVED: That this agenda item is deferred until the January meeting.

**2590F Precept**

The Deputy Clerk reported that the tax base had not yet been received from RMBC so this agenda item would not be able to be discussed.

After discussion around deadlines for setting the precept and how this is done, the Chair asked for it to be noted that she recognises that the RFO should be present when the budget and precept is set.

RESOLVED: That this agenda item is deferred until the January meeting.

**2591F Emergency Action**

The Deputy Clerk explained that the documents circulated prior to the meeting showed what emergency action had been put in place at the time of the last lockdown for information so newer Councillors could see what had previously been agreed to help with business continuity. The Chair questioned why this had been added to the agenda. It was explained that, as the Covid situation had been worsening, it allowed the Council the option to make a decision on this if the situation had escalated in the time leading up to the meeting. Councillors discussed current legislation requiring face to face meetings and the implications for those with health concerns.

RESOLVED: That the Clerk/Deputy Clerk would update Councillors if and when new government guidance comes out and liaise with the Staffing Committee Chair if this affects staffing.