

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 23 SEPTEMBER 2021

Those present :

Chair : Cllr C L Jones

Vice-Chair : Cllr K L Hollis

Councillors : Cllr A Buckley, Cllr J R Gelder, Cllr P Gregory, Cllr T Hannan, Cllr S Ridge, Cllr M Rollinson

Officers : Mrs G Blank, Mrs J Huddleston

2547F Public Question Time (20 minutes)

There were no members of the public in attendance.

2548F Apologies

Apologies have been received from Cllrs Chatwyn, Nocton and Watson and the reasons given were approved.

2549F Declaration of Members' Interests

The Chair asked members to declare any interests either now or at the start of the agenda item.

2550F Approval of the Minutes of the Meeting held on :-

12th August 2021

RESOLVED: That the minutes of the meeting held on the 12th August 2021 are approved as a true and accurate record.

2551F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2546F - The Clerk informed Councillors that the Christmas Trees had been ordered and street plans received from RMBC ready for sites to be allocated.

2552F Financial Report

a) To receive the up to date bank balance

The Clerk reported that the bank balance at the 23rd September 2021 was £409,224.76 and confirmed that the 2nd part of the precept had been received.

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

Copies of the bank reconciliation had been forwarded to Councillors prior to the meeting and Councillors checked this against the bank statements.

RESOLVED: That the bank reconciliation for August 2021 is approved.

2553F Receipts & Payments

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

A list of receipts and payments for August 2021 had been circulated to Councillors prior to the meeting for their information.

RESOLVED: That the receipts and payments for August 2021 are risked assessed and approved.

b) To approve the list of outstanding invoices for payment

There were no invoices for approval.

2554F External Audit

- To receive and accept the report from the External Auditor for the accounting period 2020/21

The Clerk reported that the report from the external auditor had been received, the report reads:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The external auditor has made a small point that the date of the announcement of the exercise of public rights should be different to the start date of the period and therefore this should be noted in the accounts.

The Clerk informed Councillors that she had queried this remark but that the external auditor had responded with the appropriate regulation that has not been met under the Accounts and Audit Regulations 2015 (Regulation 15).

RESOLVED: That the external audit report is accepted for 2020/21 and the comments are noted.

2555F Contracts

- To review and approve the renewal of the telephone system contract.

The Deputy Clerk gave Councillors the background information on the current telephone system with Millgate.

Whilst enquiring about getting an additional handset Millgate have asked whether the Council would like to consider renewing the contract early for another 5 years. The Deputy Clerk gave Councillors the figures to consider.

The Clerk suggested that as there was no desperate need for an additional handset the Council may be wise to not renew and look at alternative providers at the end of the current contract in 2 years time. Councillors considered the options.

RESOLVED: That the Parish Council will stay with the current Millgate telephone system and review when the contract is up for renewal.

2556F Hanging Baskets

- To review and approve the purchase of hanging baskets for 2022

The Clerk asked Councillors if they would postpone this item to another meeting so that she could investigate the different options of hanging baskets available such as the ones Treeton and Aston have that require less frequent watering.

RESOLVED: That this item is deferred.

2557F Brinsworth Library

- To consider and approve the implementation of a card payment system for the Library.

The Deputy Clerk gave Councillors the history on the agreement between the Parish Council and RMBC and explained that a new self service machine is planned to be installed in the Library but will require a card machine to take payments.

Issues with internet reliability, cost of the machine hire and other associated fees means that this could be an expensive option for the Parish Council as little income is generated through the Council. Councillors discussed the issue and asked further questions on the matter.

RESOLVED: That until issues with the Library's internet and the exact cost to the Council is known, this decision should be deferred.

2558F Newsletter

a) To consider and approve the Parish Council Newsletter content.

Following the last Parish Council meeting where the first draft of the Newsletter was discussed the Newsletter Working Party had met to agree the changes required. These amendments had been completed by Cllrs Jones and Hollis and the revised version circulated to Councillors for approval.

Some Councillors felt that there was not enough information in advertising the events planned for later in the year and next year but the Clerk informed them that another edition would be going out before Christmas.

RESOLVED: That the content of the Parish Council Newsletter is approved.

b) To consider and approve the printing and distribution costs for the newsletter.

The Assistant Clerk had pulled together a list of quotes for printing and distributing the Newsletter and these were discussed at the Newsletter Working Party meeting.

The working party recommended to full Council that John Brailsford should be used for printing and Mark Furness for delivery.

A poll to ensure that the Newsletters are delivered correctly and what residents think of the new format is to be carried out on Facebook.

RESOLVED: That the working party recommendations are approved.

2559F Donations

- To consider and approve a donation request from Friends of St George's Churchyard.

The Clerk read out a letter from Friends of St George's Churchyard asking for £125.00 donation towards the installation of a memorial bench in the Churchyard. Councillors considered the request.

RESOLVED: That a £125.00 donation to Friends of St George's Churchyard is approved.

2560F Exclusion of the Press and Public

- To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the following business to be transacted being prejudicial to the public interest.

RESOLVED: That the press and public are excluded from the following agenda item.

2561F Staffing Issues *

a) To consider and approve the staffing sub committee recommendations on the disciplinary course of action.

The Clerk informed Councillors that this item was for information only as the terms of reference for the staffing sub committee allow disciplinary action to be implemented by the committee.

Due to the sensitive nature of the item the decisions made by the staffing sub committee are not minuted but all Councillors agreed it was a sensible course of action to take.

b) To consider and approve the staffing sub committee recommendation to employ a temporary casual attendant.

The Clerk informed Councillors that she had discussed with the staffing committee her request to employ a temporary casual attendant.

Currently one of the part time attendants is on long term sickness and it is unclear if he will return before he retires in 2022. The requirement to cover the holiday entitlement of the full time attendants is falling on the remaining part time attendant who also has her own annual leave to take.

The Clerk had asked the committee to consider employing a temporary casual attendant to help cover during this period with a view to potentially take the role on permanently once it becomes vacant.

The Clerk also suggested that once a vacancy does become available the Council consider making the position seasonal.

The staffing sub committee resolved to recommend this for approval at a full Council meeting.

Councillors considered and discussed the request.

RESOLVED: That a temporary casual attendant is approved.

MEETING CLOSED 19:45