

# Brinsworth Parish Council

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

Those present :

Chair : Cllr C L Jones

Vice-Chair : Cllr K L Hollis

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

Officers : Mrs G Blank

### 2562F Public Question Time (20 minutes)

There were no members of the public in attendance.

### 2563F Apologies

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

### 2564F Declaration of Members' Interests

The Chair asked Members to declare any interests either now or prior to the relevant agenda item being discussed.

### 2565F Approval of the Minutes of the Meeting held on :-

23rd September 2021

RESOLVED: That the minutes of the meeting held on the 23rd September 2021 are approved as a true and accurate record.

### 2566F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no ongoing items to discuss.

### 2567F Financial Report

a) To receive the up to date bank balance

The Clerk informed Councillors that the bank balance at the 26th October 2021 was £358,810.80

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

Copies of the bank reconciliation report had been circulated prior to the meeting and the Clerk asked Councillors to check the amounts against those on the bank statements.

RESOLVED: That the bank reconciliation for September 2021 is checked and approved.

c) To receive the budget statement for April to September 2021

The Clerk had circulated the budget statement to Councillors prior to the meeting and explained the details of the report. The current projection for the year end is a small underspend and this underspend would be put into reserves at the year end. The only unknown expenditure at the moment is the cost of the Parish Council elections which could be anywhere between £5,000 and £10,000. The Clerk explained that the cost of the elections has to be shared between any Councils that are contested and include venue hire, staff costs and printing costs for ballot papers etc.

The Clerk informed Councillors that the November Finance meeting would be looking at the budget setting process for 2022/2023.

RESOLVED: That the budget monitoring statement for April to September 2021 is approved.

**2568F Receipts & Payments**

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

The list of receipts and payments for September 2021 had been circulated prior to the meeting and the Chair asked Councillors if they had any questions for the Clerk.

RESOLVED: That the receipts and payments for September 2021 are risk assessed and approved.

b) To approve the list of outstanding invoices for payment

The Chair read out the list of invoices for approval and asked Councillors for any questions.

Once approved the Clerk said she would be inputting the invoices onto the online banking system and allocate them to a Councillor for approval. It was agreed that Cllr Buckley would be allocated the task.

RESOLVED: That the list of invoices for payment are approved and that Cllr Buckley is to authorise them online.

**2569F Brinsworth Playing Fields**

- To consider and approve the purchase of bark for the play area.

The Clerk informed Councillors that the bark in the play area was in need of replenishing to meet the health and safety requirements and informed them of the cost in prior years.

RESOLVED: That approval is given to purchase bark for the play area to meet health and safety requirements.

**2570F St George's Churchyard**

a) To consider and approve the grass cutting quotes for St George's Churchyard

The Clerk supplied Councillors with the 3 quotes obtained for the grass cutting of St George's Churchyard for 2022. Councillors considered the quotes and agreed to stay with the existing contractor who was the cheapest and continued to be reliable.

RESOLVED: That the grass cutting contract for 2022 is awarded to Slinns.

b) To consider and approve the request for the Parish Council's Attendants to open and close the Churchyard gates

A request has been received from the Friends of St George's Churchyard group asking if it would be possible for the Attendants to open and close the Churchyard gates as the ladies currently doing it are suffering with health issues. Councillors discussed the request and the Clerk informed them that the Attendants would be able to open the gates between litter picking the parks but it would not be a set time as this would be dependant on the amount of litter on the fields each day. Cllr Buckley asked for his objection to be noted.

RESOLVED: That the Parish Council attendants will be asked to open and close the gates at St George's Churchyard as part of their daily routine. Cllr Gregory to supply the Clerk with a key.

c) To receive a letter of thanks from Friends of St George's Churchyard Group for the donation from the Parish Council

The Chair read out a letter of thanks for the Parish Council's donation towards the memorial bench.

#### **2571F Funding Applications**

- To consider and approve a CLF bid to Ward Councillors for the purchase of litter pickers and hoops.

The Clerk asked Councillors to consider and approve a CLF funding bid of £250 to purchase 10 litter picking kits in time for the relaunch of Brinsworth litter busters.

RESOLVED: That approval is given to the Clerk to apply for a £250 CLF grant to purchase litter picking kits.

#### **2572F Financial Regulations**

- To consider and approve the Clerk's delegated financial powers limits currently reduced to £200

The Clerk informed Councillors that the Chair had asked for this to be added to the agenda as the 3 month trial period had ended.

The Clerk reminded Councillors that her delegated powers limit had previously been £500 which increased to £1000 with the Chair's or Vice Chair's approval. This was reduced to £200 at the first meeting of the newly formed Parish Council until a level of trust could be built.

Cllr Jones said she did not feel there was any reason to reinstate the £500 due to the Clerk not needing to spend that much over the trial period. Cllr Buckley said he did not agree as the Responsible Finance Officer the Clerk should be given the powers to complete her role.

RESOLVED: That the Clerk's delegated financial powers limits remain at £200.

Cllr Buckley asked that his vote against this resolution be recorded for the minutes

The Clerk wanted it noted that she was extremely disappointed that the Parish Council did not show trust and confidence in her abilities as the Clerk and Responsible Finance Officer.

#### **2573F Training**

- To consider and approve the Clerk completing FILCA training at a cost of £144.00

The Clerk informed the Chair that she no longer wished to be considered for this training.

MEETING CLOSED: 19:25

