

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 28 APRIL 2022

Those present :

Chair : Cllr K L Hollis

Vice-Chair : Not Present

Councillors : Cllr A Buckley, Cllr J T Chatwyn, Cllr A Nocton, Cllr S Ridge, Cllr M Rollinson, Cllr J Watson

Officers : Mrs G Blank

2629F Public Question Time (20 minutes)

There were no members of the public in attendance.

2630F Apologies

Apologies have been received from Cllrs Gelder, Gregory and Jones and the reasons given were accepted.

2631F Declaration of Members' Interests

The Chair asked Councillors to declare any interests, pecuniary or other, either now or prior to the relevant agenda item.

2632F Approval of the Minutes of the Meeting held on :-

31st March 2022

RESOLVED: That the minutes of the meeting held on the 31st March 2022 are approved as a true and accurate record.

2633F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2626F - The Clerk passed on the staffs thanks for the pay awards for 22/23 and informed Councillors that the Assistant Clerk had accepted the temporary contract adjustment. She also informed Councillors that the Library supervisor would be happy to assist with any events as and when required.

2627F (a) - Cllr Buckley asked if all Councillors had signed to say they had read and understood the Code of Conduct and Office Member Protocol. The Clerk confirmed that all but one Councillor had and they would be reminded to do so at the next meeting they attended.

2627F(b) - The Clerk confirmed that the letter had been sent to the Chairwoman and no response had been received. Cllr Buckley expressed his disappointment that not only had the Chair not responded to the Committee but had chosen not to accept the findings and decided not to attend meetings. Cllr Buckley and Cllr Ridge felt this showed a lack of respect for both the Staffing and Appeals Committee's decisions on the part of the Chairwoman and asked for it to be minuted.

2634F Financial Report

a) To receive the up to date bank balance

The Clerk confirmed that the first instalment of the precept had been received and that the bank balance as at 28th March 2022 was £357,748.37

b) To receive and approve the bank reconciliation for March 2022

The bank reconciliation had been circulated prior to the meeting and the Clerk asked the Chair to confirm that the figures on the sheet corresponded with the bank statements for the period.

RESOLVED: That the bank reconciliation for March 2022 balances and is approved.

c) To receive the budget report for the period April 2021 to March 2022

The Clerk had circulated the budget report prior to the meeting and explained that she was still working on the year end adjustments prior to submitting the accounts to the internal auditor week commencing 23rd May 2022. The Clerk informed Councillors that earmarked reserves stood at £147,014.16 and the general reserve stood at £58,439.26 making a total reserve amount of £205,453.42 which was within the required financial limits.

The Clerk asked Councillors to consider moving £15,000 from the general reserve to an earmarked reserve specifically for support to The Centre in case it is needed. The financial support from the Parish Council had been reduced from £50,000 to £35,000 as part of the budget setting process. Cllr Buckley asked about the licence agreement in place between the Parish Council and the Trust that stated the Council would provide £50,000 support to the Trust for a period of 5 years if it was required. The Clerk confirmed that this was the case and that had she been at the budget setting meeting she would have informed the new Councillors of this document to aid them in their decision making.

RESOLVED: That £15,000 is moved into an earmarked reserve as support to The Centre should it be required.

RESOLVED: That the budget monitoring report for April 21 to March 22 is accepted.

d) To receive and approve the revised budget for April 2022 to March 2023

At the previous Events meeting the Clerk was asked by Councillors to look at how the Fireworks display could be funded within budget. The Clerk had circulated a revised draft budget that addressed this and other funding shortfalls to Councillors prior to the meeting.

The Clerk went through her amendments and the reasoning behind each one and confirmed that all this was within the budget limitations. The Clerk raised two areas of concern, one being the funding available for residents activities and the other being funding support to The Centre. The second concern had been addressed in the last agenda point by allocating an earmarked reserve, but this would need carefully monitoring throughout the year. The Clerk reminded Councillors of the report they had received from Active Regen when they attended a Parish Council meeting before the budgets were set which outlined the costs of the service they provided. As the Clerk was not at the budget setting meeting this had been overlooked and the budget set significantly lower than the costs. The Clerk advised Councillors that the funding could potentially be achieved if a funding bid was submitted to the Big Lottery and an agenda item to consider this was to be discussed in the meeting. Without this funding Active Regen were likely to walk away from the project.

RESOLVED: That the budget amendments proposed by the Clerk are accepted.

2635F Receipts & Payments

- a) To risk assess and approve the receipts and payments for March 2022

The list of receipts and payments for March 2022 had been circulated prior to the meeting and Councillors were asked for any comments. The Clerk also informed Councillors that the mobile phone contract costs would significantly reduce from May 2022 and again in November 2022.

RESOLVED: That the receipts and payments for March 2022 are risk assessed and approved.

- b) To approve the list of outstanding invoices for payment

The Clerk read out the list of outstanding payments for approval.

RESOLVED: That the list of outstanding invoices for payment is approved and that Cllr Hollis will approve the payments online.

2636F Parish Council Noticeboards

- To consider and approve the purchase of 3 new noticeboard inserts (Whitehill Road and 2 no. Brinsworth Playing Fields)

At a previous Parish Council meeting the Clerk had been asked to look at the current Parish Council noticeboards.

The Clerk informed Councillors that the noticeboard at the shops had been cleaned and the Attendants asked to display documents more orderly.

The noticeboard at the top of Whitehill Lane needs the insert replacing but the Attendants felt they could rub down and repaint the existing frame.

The noticeboard outside the Parish Office and outside the garage were leaking and required replacing.

The Clerk informed Councillors that quotes had been requested to replace 3 of the notice boards and the lowest cost would be £557 plus VAT for all 3. Councillors discussed the proposal.

RESOLVED: That 3 notice boards are purchased at a cost of £557 plus VAT.

2637F Funding Applications

- To consider and approve an Awards for All application to supplement the Activities for All budget which is not sufficient in 2022/2023

The Clerk explained that the Parish Council had underfunded the residents activities budget by approximately £10,000 but this could be supplemented by a Big Lottery Awards for All application that Active Regen were happy to do on the Council's behalf. The success of the grant application is not guaranteed. The Clerk also informed Councillors that she had spoken to Active Regen and asked them to look into other activities that could be funded now the SEND group had finished especially aimed at the older residents in the Parish.

Councillors agreed that this service was still required and the grant funding application was

the best way forward. Should this not be successful the Council would need to look at other ways to meet the funding gap.

RESOLVED: That approval is given to submit an Awards for All application to fund Active Regen activity provision.

2638F Items Requested by Councillors

None received.

2639F Exclusion of the Press and Public

RESOLVED: That the press and public are excluded.

2640F Staffing Issues

a) To discuss and approve the shortlisting of applicants for the seasonal Amenity Attendant

The Clerk informed Councillors that 2 candidates had applied for the position and both were acceptable applications.

RESOLVED: That both applicants are invited for interview

b) To discuss and approve the interview panel and dates of interview

The Clerk had already asked Councillors from the staffing committee who were available to attend the interviews week commencing 2nd May 2022.

RESOLVED: That the Clerk and Cllr Hollis will interview on Thursday 5th May 2022.

c) To resolve to amend the recruitment policy to say that 1 Councillor and the Clerk / Deputy Clerk are able to interview for all posts with the exception of the Clerk and Deputy Clerk posts

Councillors had agreed at the previous meeting that 2 Councillors for the lower level post interviews were not required and this decision was needed to be formally agreed.

RESOLVED: That the recruitment policy and TOR of the Human Resources Committee are amended to say 1 Councillor and the Clerk / Deputy Clerk are able to interview for all posts with the exception of the Clerk and Deputy Clerk posts.

MEETING CLOSED: 19.15