

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 31 MARCH 2022

Those present :

Chair : Cllr K L Hollis

Vice-Chair : Not Present

Councillors : Cllr A Buckley, Cllr P Gregory, Cllr T Hannan, Cllr A Nocton, Cllr S Ridge, Cllr M Rollinson

Officers : Mrs G Blank

2612F Public Question Time (20 minutes)

There were no members of the public in attendance.

2613F Apologies

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

2614F Declaration of Members' Interests

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

2615F Approval of the Minutes of the Meeting held on :-

24th February 2022

RESOLVED: That the minutes of the meeting held on the 24th February 2022 are approved as a true and accurate record.

2616F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no ongoing issues to consider.

2617F Financial Report

a) To receive the up to date bank balance

The Clerk informed Councillors that the bank balance as at 31st March 2022 is £203,734.78.

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

A copy of the bank reconciliation for February 2022 had been circulated to Councillors prior to meeting and they were asked to check the amounts against the bank statements.

RESOLVED: That the bank reconciliation for February 2022 is checked and approved.

2618F Receipts & Payments

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

The list of receipts and payments for February 2022 had been circulated to Councillors prior to the meeting. Councillors were asked if they had any questions.

RESOLVED: That the receipts and payments for February 2022 are checked and approved.

The Clerk read out the list of outstanding March invoices and asked Councillors to approve their payment.

RESOLVED: That the outstanding March invoices are approved and Cllr Hollis to approve the

payments online.

2619F Insurance

- To receive and approve the insurance quote from the Council's insurance brokers, Gallaghers.

The Clerk explained that the Parish Council engages an insurance broker who specialises in local council insurance needs. The Clerk meets with their representative to go through the requirements of the Parish Council and the brokers obtain 3 of the best quotes to meet the Council's needs. The brokers then recommend the best policy for the Council.

A copy of the insurance proposal had been circulated to Councillors prior to the meeting for their consideration.

The Clerk read out the 3 different elements of the policy and the cost for 2022/2023.

RESOLVED: That the insurance premium for 2022/2023 is approved

2620F Hanging Baskets

- To ratify the decision to purchase the Hanging Baskets from Hobsons Nurseries.

RESOLVED: That the hanging baskets are purchased from Hobsons nurseries at a cost of £20 each.

2621F Risk Assessment

- To consider and approve the financial and management risk assessment for 2021/2022

This document had been circulated to Councillors prior to the meeting. The Clerk explained this risk assessment was a year end audit requirement that is reviewed and adopted by the Council annually. Councillors felt the document was self explanatory.

RESOLVED: That the financial and management risk assessment for 2021/2022 is approved and will be adopted for 2022/2023.

2622F Review of Effectiveness of System of Internal Control

- To consider and approve the Review of Effectiveness for the System of Internal Control document for 2021/2022.

This document had been circulated to Councillors prior to the meeting. The Clerk explained this document was a report format of the financial and management risk assessment and explained how the Council controls its activities. This report is a year end audit requirement that is reviewed and adopted by the Council annually.

RESOLVED: That the review of effectiveness for the system of internal control for 2021/2022 is approved and will be adopted for 2022/2023.

2623F Review of System of Internal Audit

- To consider and approve the Review of System of Internal Audit document for 2021/2022.

This document had been circulated to Councillors prior to the meeting. The Clerk explained this document explained how the Council engages with the internal auditor and the scope of the internal audit. This report is a year end audit requirement that is reviewed and adopted by the Council annually.

RESOLVED: That the review of system of internal audit for 2021/2022 is approved and will be adopted for 2022/2023.

2624F Items Requested by Councillors

- To consider and approve a donation to Friends of St George's Churchyard in lieu of cakes and refreshments supplied at various charity events held by the Parish Council in 2021/2022 - Cllr Buckley

Cllr Buckley asked Councillors to consider making a donation to Friends of St George's Churchyard in lieu of their support at charity events such as the Ukraine table top and Blue Light events. The Clerk confirmed that there was £150 left in the donations budget for 2021/2022.

Both Cllrs Gregory and Rollinson declared an interest and thanked Cllr Buckley for the suggestion.

RESOLVED: That a £150 donation is made to the Friends of St George's Churchyard group.

2625F 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 members of the press and public are excluded.

2626F Staff Salaries Annual Review

- To consider and approve the annual pay award for Parish Council staff excluding the Clerk and Deputy Clerk posts

The Clerk went through the current Parish Council staffing structure and pay grades and made her suggested pay increases to Councillors. Councillors considered the proposals.

RESOLVED: That the annual pay award proposal set out by the Clerk is approved.

The Clerk also asked Councillors to consider a 3 month temporary contract to the Assistant Clerk's post to help her until a decision is made on recruiting to the vacant Deputy Clerk's post.

Councillors were informed of the additional costs and the savings generated from the vacancy so they could make an informed decision.

RESOLVED: That the Assistant Clerk is offered a 3 month temporary contract adjustment to assist the Clerk with her workload.

The Clerk also suggested that if support was needed arranging events the Library supervisor maybe able to assist on the days she isn't working and would be well placed to do so from her experience.

RESOLVED: That any additional support required to arrange Parish Council events is offered to the Library supervisor.

2627F Appeals Sub Committee

a) To receive the report from the Appeals Sub Committee

Cllr Buckley, Chairman of the Appeals Sub Committee, read out the report from the committee and other supporting documents. He finished his update with the recommendations from the Appeals Sub Committee which were also supported by the Staffing Sub Committee.

Cllr Ridge asked if all Councillors had signed to say they had read the Code of Conduct, Bullying and Harrassment and Officer/Member protocol documents as requested. The Clerk confirmed that all but one Councillor now has.

b) To consider and approve the recommendations from the Appeals Sub Committee

The recommendations of the Appeals and Staffing Sub Committees were considered and Councillors agreed that they do not condone any Councillor breaching the Code of Conduct and therefore its decision should be made public to show how seriously they take the matter.

RESOLVED: This Council moves that regarding the recent behaviour shown by the Chairwoman towards a number of individuals the Council feels it can no longer continue to support her in her current position, leaving it with no option other than to ask her to stand down as Chairwoman with immediate effect.

6 Councillors voted in favour and there was 1 abstention.

2628F Staffing Issues

- To receive the resignation of the Deputy Clerk

The Clerk informed Councillors of the Deputy Clerk's resignation and the reasons given for her resignation.

Councillors were sorry to see the Deputy Clerk leave and wished her well in her new post.

MEETING CLOSED: 19:40