

# Brinsworth Parish Council

## MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 24 NOVEMBER 2022

Those present :

Chair : Cllr S Ridge

Councillors : Cllr A Buckley, Cllr J R Gelder, Cllr P Gregory, Cllr T Hannan, Cllr K L Hollis, Cllr M Rollinson, Cllr J Watson

Officers : Mr P Jenkinson

### 15 Public question time

There were no members of the public present

### 16 Apologies

Apologies were received from Cllr Jones and the reason given was approved.

### 17 Declaration of members' interests

a) To receive declarations of disclosable pecuniary interest (DPI's) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about the council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received

b) To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received

### 18 Approval of the minutes of the meeting held on:

3rd November 2022

RESOLVED: That minutes of the meeting held on 3rd November 2022 were approved as a true and accurate record.

### 19 Ongoing matters and updates from previous meetings

### 20 Financial Report

a) To receive the up to date bank balance

The Clerk reported that the bank balance at 31st October 2022 is £358,339.57.

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

The bank reconciliation had been circulated prior to the meeting and this was checked against the bank statement. Councillors confirmed that they agreed.

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

### 21 Receipts & Payments

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

The list of receipts and payments for October 2022 had been circulated prior to the meeting

and Councillors were asked for any comments.

- A question was raised around the high water charges, possibly from the hanging baskets.
- A question was raised around the charge for the planters. Councillors asked if this was funded by the Ward Councillors as agreed.

- The Clerk was asked to investigate the soil charges and reports back to the Council.

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

b) To approve the list of outstanding invoices for payment

The Clerk read out the list of outstanding invoices for payment.

RESOLVED: That the list of outstanding invoices for payment is approved except for the invoice for the Fireworks which was agreed to postpone and that Cllr Hollis will authorise the payments on line.

## **22 Equipment**

- To consider and approve replacing the ride-on mower

Further quotes needed

## **23 Brinsworth Playing Fields**

- To consider and approve the actions required regarding the drainage problem

Further quotes needed

## **24 Exclusion of the press and public**

- To consider and resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

RESOLVED: That the press and public are excluded from the meeting.

## **25 Staffing**

a) To receive the job description for additional post

Received

b) To consider and approve recruitment

To offer the post to the current Assistant Clerk as an opportunity to progress. This would be on a 6 months secondment and at the end of this period it would be decided if a permanent arrangement would be suitable for both parties.

c) To receive the job description for the Administration Assistant

Received

d) To consider and approve recruitment

- Advertise the role at 20 hours
- Advertise in the same place previous post have been advertised
- Closing date in the third week of December
- Interviews to take place in the first or second week in January
- Recruitment team to be decided at a later date.

e) To receive an update regarding the Assistant Clerk's additional hours at The Centre

The Assistant Clerk is covering 5 additional hours until additional posts are recruited to.

f) To consider and approve any actions

To continue this arrangement until the post vacant post has been recruited to.