

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 23 MAY 2024

Those present :

Chair : Cllr C L Jones

Vice-Chair : Cllr J R Gelder

Councillors : Cllr A Buckley, Cllr E Dawson, Cllr P Gregory, Cllr P Lindley, Cllr L O'sullivan, Cllr M Rollinson, Cllr J Watson

Officers : Mr P Jenkinson

247 Public Question Time (20 minutes)

No members of public were in attendance.

248 Apologies

a) To receive apologies from Councillors who are unable to attend the meeting

RESOLVED: Cllr Barber and Cllr Moseley were not in attendance.

b) To consider and approve reasons for absence provided by Councillors who cannot attend

RESOLVED: The reasons given were approved.

249 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.

RESOLVED: 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.

RESOLVED: None received

250 Approval of the Minutes of the Meeting held on :-

25th April 2024

RESOLVED: Approved

251 Ongoing Issues and Decide Further Action Where Necessary

N/A

252 Financial Report

a) To receive the up-to-date bank balance

Co-op £409,509.26

Santander: £75,777.97

b) To receive and approve the bank reconciliation for April 24

RESOLVED: Approved

c) To consider and approve the direct debits

RESOLVED: Approved

253 Change of signatories on Councils bank account

- To consider and approve the authorisers of the bank

RESOLVED: Cllr Jones, Cllr Buckley, Cllr Gelder and Cllr Watson to be authorisers on the bank.

254 Receipts & Payments

a) To risk assess and approve the receipts and payments for April 2024

RESOLVED: Approved

b) To approve the list of outstanding invoices for payment

RESOLVED: Approved

255 Planning

a) To receive RMBC Planning Lists

- 1) RB 2024/0579
- 2) RB 2024/0597
- 3) RB 2024/0639
- 4) RB 2024/0652

Received

b) To receive an update on applications previously considered

N/A

256 Parks & Open Spaces

a) To consider and approve park bins

RESOLVED: The purchase of park bins was deferred and will be looked into further before a decision is made.

b) To consider and approve the locking of car park gates

RESOLVED: The car park gates would be left open at the weekend due to attendants working hours. The gates are locked earlier at weekends and it was felt the public would benefit more from leaving these open. This is to be monitored and the gates will be closed if it is felt this is needed. This will then be looked at when the days start to get darker earlier.

257 Equipment

- To consider and approve the purchase of a PA system for the fete

RESOLVED: It was agreed to purchase a PA system for the Fete. Options to be further explored.

258 Councillors

- To consider and approve thank you letters to the outgoing Councillors

RESOLVED: It was approved to send a thank you card to outgoing Councillors.

259 Meetings

- a) To consider and approve the membership of committees

RESOLVED: It was approved that all councillors would be members of the Staffing Committee.

- b) To consider and approve the terms and reference of committees

RESOLVED: The Terms of reference of the Staffing Committee was approved.

260 Audit

- To receive and approve the Internal Audit report for 2023/2024

RESOLVED: The internal Audit report was approved.

It was noted that all points raised in the previous audit have been actioned, a good standard of record keeping had been maintained and that there are clear developments and improvements over the last 12 months.

Actions

Last draft minutes not available on the website: Usually minutes are approved within the allocated time period. On this occasion the elections meant that the minutes were not approved within the limit. The Clerk suggested that future minutes be approved at the next full council meeting, which would mean this does not happen again, and if there is month without a meeting (such as August) the draft minutes will be published on the website.

Funds exceeding £85,000: The Clerk would look into additional banking arrangements to split the funds across different banks. A decision needs to be made on future plans before deciding if some funds would go into certain types of accounts where you cannot withdraw for a certain period of time.

Cyber cover: This is something that is becoming more common for parish councils and will be looked into further.

Income with no invoice/receipt: The Clerk stated this should have had a receipt and will inform the member of staff that an invoice or receipt should always be produced for this occasion.

Petty Cash presented to council: The Clerk stated that the petty cash transactions will be added monthly to the payments and receipts.

Items with incorrect amount of VAT: The Clerk stated that staff would be given up to date information around recording VAT.

*A thank you to the Clerk and staff was asked to be to be recorded in the minutes.

261 Approval of the Annual Governance Statement

- To receive and approve the Annual Governance Statement of 2023/2024

RESOLVED: The Annual Governance Statement was approved.

262 Approval of Annual Return

- To receive and approve the Accounting Statement for 2023/2024

RESOLVED: The Accounting Statement was approved.