



Thursday 18th July 2024

Full Council Meeting Wednesday 10th July 2024 at 7 PM

Present: Cllr R. Herrett-Bellamy, Cllr G. Bellamy, Cllr S. Edwards, Cllr D. Kerry, Cllr H. Stevenson, Cllr T. Davies.

FC24/43 – Re-election of Chair – 2024 -2025 – RHB proposed TD, GB 2nd – 3 plus TD in favour, 2 x abstained.

FC24/44 - Apologies for Absence (*authorisation required*) – Cllr A. Rainbow – Sick and Cllr E Williamson - NCC

FC24/45 - Variations of Order of Business (*if needed*). – Item FC24/57 – duplicated.

FC24/46 - Declaration of Members' Interests and Requests for Dispensation - None

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest not already on their register of interests in any item on the agenda and withdraw from the meeting at the appropriate time or to request a dispensation. Please note that appropriate forms should be completed before the commencement of the meeting.

FC24/47 - Suspension of Standing Orders to allow the following: - RHB/DK

- a) **Broxtowe Borough Council Matters** (*Borough Councillor Mrs E. Williamson*) - Absent
- b) **Nottinghamshire County Council Matters** (*County Councillor Mrs E. Williamson*) - Absent
- c) **Police Reports** - Absent
- d) **Public Participation** (maximum of 15 minutes allocated to 3 minutes per attendee) - None.

Reinstatement of Standing Order - VW/DK

FC24/48 - To receive Reports -

- a) Chair - Nothing
- b) Senior Caretaker Report – Quotes from decorators for the Pavilion 1 - £795, 2 - £780, 3 - £775 (*To agree via email once quotes received*) Councillors asked to see all three quotes, along with the CCTV quotes and the stud wall.
- c) Clerk Report – VAT refund for the end of April has been added to the bank for £2309.24. An email concerning PFK was read out and sent to all councillors after the meeting.

FC24/49 - To receive and approve the minutes from the Full Council Meeting held on 12th June 2024 at 7 pm. – TD noted one point to amend. 1st GB/ 2nd RHB 6/7 (1 x abstained)

FC24/50 - Finance Reports

- (a) To confirm income, expenditure, and bank reconciliation to 30th April 2024 and May 2024. (Added in June 24) – **All in favour 7/7.**
- (b) Consider authorisation of payments from March/April and May 24 (*June is subject to delay*) – **All three months were approved, and all were in favour.**

Brinsley Parish Hall, Cordy Lane, Brinsley, Nottingham. NG16 5BY

Tel: 01773 531251 Website: www.brinsleypc.org Email: theclerk@brinsleypc.org

FC24/51 – Adopted and approved the following policies – (Sent on Email 1st July)

- Biodiversity Policy – RHB/TD – 6/7 (1 x abstained)
- Standing Orders – **Take them to the September meeting.**
- Financial Regulations (*New 2024*) – **Take to Sept meeting. With DK/TD.**
- Equal Opportunities Policy. – GB/VW – 7/7

FC24/52 – Planning Application – Nothing. I mentioned “The Lion Public House,” but that is licencing, not planning.

FC24/53 – Community survey – questions to be reviewed and agreed upon. – All Councillors agreed that the form at the meeting was not correct or what it was for. The clerk will liaise it with RCAN and resend it to everyone.

FC24/54 – AGM 2024 Notts ALC – Nominations for the various roles/certificates or submission of motions

<u>To Consider correspondence received and required actions - July 2024</u>						
1	Notts ALC	Newsletter April	01/06/2024	All	Email	OK

FC24/55 - Correspondence (*all correspondence forwarded by email*)

FC24/56 – To approve new committee member to “F&GP” and “Personnel Committee” – VW was approved to F&GP committee.

FC24/57 – Details/approval for a “Community Survey” ~~done with RCAN.~~ (Duplicated item (removed))

FC24/58 – Discuss the renewal of Peninsula Contract (*Information sent out Via Email*) – Approved and agreed we will not be renewing with Peninsula; contract end date is to 13th Sept 2024. TD/HS – 7/7

FC24/59 – Closure of the BOI Bank Account – New account needed. (*Suggested to ask TSB to hold another account with them*) – Clerk to look through different accounts during August for more information in September meeting.

FC24/60 - Agenda items for next Full Council Meeting (*Councillor’s opportunity to speak & request items for next agenda*)

- Website (emails)
- Ideas for new Councillors
- Standing Orders and Financial Regulations

FC24/61 - Next Meeting - Wednesday 11th Sept 2024 at 7.00 p.m. (*NO meeting in August*) - OK

Exclusion of Public Order

Exclusion of the Press and Public Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.

All information discussed in the exclusion was approved.

FC24/62 – Staffing Committee

No one has applied for the job vacancy, well they have on indeed but all live miles away. No good for the hours and cover needed.

FC24/63 - Meeting Close. – 7.55 pm

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Brinsley Parish Council - June 2024

Voucher	Date	Net	VAT	Total	Date	Description	Supplier
92	09.06.2024	£159.32	£7.96	£167.28	31.07.2024	Electricity Pavilion	Total Energies
89	28.06.2024	£131.30	£6.57	£137.87	30.06.2024	Gas	Eastern Shires
87	28.06.2024	£179.11	£0.00	£179.11	30.06.2024	Pension	Nest
88	21.06.2024	£60.00	£0.00	£60.00	30.06.2024	CPRE Countryside Charity	CPRE The Countryside Charity
86	20.06.2024	£185.63	£0.00	£185.63	30.06.2024	Pension	Nest
85	17.06.2024	£215.54	£0.00	£215.54	30.06.2024	Waste Contract	Broxtowe Borough Council
84	14.06.2024	£317.56	£15.88	£333.44	30.06.2024	Gas	Eastern Shires
83	17.06.2024	£46.00	£9.20	£55.20	30.06.2024	Photocopier Charges	Agilico Work Tech
82	28.06.2024	£125.68	£0.00	£125.68	30.06.2024	Water	Waterplus
81	28.06.2024	£43.35	£0.00	£43.35	30.06.2024	Water	Waterplus
80	27.06.2024	£204.17	£40.83	£245.00	30.06.2024	Bowling Green Maint	Four Seasons Lawn Care Ltd
79	27.06.2024	£50.77	£10.15	£60.92	30.06.2024	Cleaning Materials	County Supplies
78	27.06.2024	£200.00	£40.00	£240.00	30.06.2024	Accountants	Pells Chartered Accountant
77	27.06.2024	£900.00	£0.00	£900.00	30.06.2024	Coach Hire	Hammonds Coaches Ltd
76	25.06.2024	£190.28	£9.52	£199.80	30.06.2024	Electricity - Parish Hall	Total Energies
75	25.06.2024	£3,201.07	£0.00	£3,201.07	30.06.2024	Wages & Sals	Staff Wages
74	17.06.2024	£98.55	£19.71	£118.26	30.06.2024	Telephone/Broadband	Daisy Communications
73	13.06.2024	£298.00	£0.00	£298.00	30.06.2024	General Maintenance	C&G Premium Pressure Washing Ltd
72	13.06.2024	£175.50	£0.00	£175.50	30.06.2024	Audit	East Midlands Audit Services Ltd
71	13.06.2024	£27.50	£0.00	£27.50	30.06.2024	Meeting Room Hire	MBT Painting & Decorating
70	13.06.2024	£257.87	£48.70	£306.57	30.06.2024	HR Support	Peninsula Business
69	13.06.2024	£634.48	£126.89	£761.37	30.06.2024	Electricity Pavilion	Total Energies
68	11.06.2024	£5.00	£1.00	£6.00	30.06.2024	Mobile top up	Giffgaff
67	05.06.2024	£124.96	£24.99	£149.95	30.06.2024	Window	Mr UPVC Ltd
66	05.06.2024	£76.30	£0.00	£76.30	30.06.2024	locum	L Turgoose - Locum
65	04.06.2024	£63.32	£9.68	£73.00	30.06.2024	Expenses	Donna Kemp (Donna Kemp)
64	04.06.2024	£40.00	£0.00	£40.00	30.06.2024	Window Cleaner	R A Harbon - Window Cleaner
63	04.06.2024	£88.62	£0.00	£88.62	30.06.2024	Pavilion Repairs	Kemp Services
62	04.06.2024	£900.00	£0.00	£900.00	30.06.2024	Pavilion Repairs	S P Joinery
61	04.06.2024	£33.74	£6.75	£40.49	30.06.2024	Workwear	Fitzmark
60	04.06.2024	£636.40	£0.00	£636.40	30.06.2024	PAYE/NI	HMRC
59	04.06.2024	£718.03	£0.00	£718.03	30.06.2024	PAYE/NI	HMRC
58	01.06.2024	£37.03	£0.00	£37.03	30.06.2024	Service Charge	TSB BANK
Expenses		£10,265.76	£369.87	£10,635.63			

Donna Expenses (June) - £76.00							
Cost Centre	Code	What	Net	VAT	Total	PO Number	
Admin 3	59	Mileage	2.75	0.00	2.75	N/A	
Admin 3	36	Stationary	22.32	4.47	26.79	0136604	
		Plastic Folders					
Building 5	52	Pavilion Cost	23.06	4.61	27.67	0136603	
		2 x 4ft Light & Toilet light batteries					
Building 5	51	Parish Hall Cost	3.00	0.60	3.60	0136608	
		Batteries door bell - MN21					
Events 6	91	D Day	12.19	0.00	12.19	0136605	
		Meeting room D Day Dec					
			63.32	9.68	73.00		

Brinsley Parish Council - July 2024							
<u>Voucher</u>	<u>Date</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>	<u>Description</u>	<u>Supplier</u>
110	31.07.2024	£0.03	£0.00	£0.03	31.07.2024	MISC	MISC Cash Found
109	01.07.2024	£23.10	£0.00	£23.10	31.07.2024	Service Charge	TSB BANK
108	30.07.2024	£375.00	£0.00	£375.00	31.07.2024	Repairs Parish Hall	(MBT Painting & Decorating)
107	26.07.2024	£155.76	£31.15	£186.91	31.07.2024	Stationery	County Supplies
106	30.06.2024	£55.46	£11.09	£66.55	31.07.2024	Photocopier Charges	Agilico Work Tech
105	30.06.2024	£13.23	£2.65	£15.88	31.07.2024	Photocopier Charges	Agilico Work Tech
104	30.06.2024	£52.91	£10.59	£63.50	31.07.2024	Photocopier Charges	Agilico Work Tech
103	28.07.2024	£125.68	£0.00	£125.68	31.07.2024	Water	Waterplus
102	29.07.2024	£43.35	£0.00	£43.35	31.07.2024	Water	Waterplus
101	16.07.2024	£40.00	£0.00	£40.00	31.07.2024	Window	R A Harbon - Window Cleaner
100	25.07.2024	£3,288.91	£0.00	£3,288.91	31.07.2024	Wages & Sals	Staff Wages
99	01.07.2024	£40.80	£8.16	£48.96	31.07.2024	IT Support	IT2 Limited
98	08.07.2024	£29.77	£3.48	£33.25	31.07.2024	Expenses	Paula Halford
97	05.07.2024	£32.37	£5.42	£37.79	31.07.2024	Expenses	Donna Kemp (Donna Kemp)
96	07.07.2024	£178.75	£8.94	£187.69	31.07.2024	Electricity - Parish Hall	Total Gas & Power Ltd
95	03.07.2024	£98.55	£19.71	£118.26	31.07.2024	Telephone/Broadband	Daisy Communications
94	13.07.2024	£257.87	£48.70	£306.57	31.07.2024	HR Support	Peninsula Business
93	09.06.2024	£5.00	£1.00	£6.00	31.07.2024	Mobile Top up	Giffgaff
91	05.07.2024	£706.63	£0.00	£706.63	31.07.2024	PAYE/NI	HMRC
90	02.07.2024	£50.00	£0.00	£50.00	31.07.2024	Drainage	DRK Drainage
				£5,573.17	£150.89	£5,724.06	

Expenses

Brinsley Parish Council - Aug 2024

Voucher	Date	Net	VAT	Total	Date	Description	Supplier
126	29.08.2024	£127.12	£0.00	£127.12	30.08.2024	Parish Hall - Water	Waterplus
125	27.08.2024	£229.81	£0.00	£229.81	30.08.2024	Electricity - Parish Hall	Total Energies
124	30.08.2024	£54.02	£10.81	£64.83	30.08.2024	Photocopier Charges	Agilico Work Tech
123	25.08.2024	£3,559.00	£0.00	£3,559.00	30.08.2024	Wages & Sals	Staff Wages
122	21.08.2024	£49.94	£9.99	£59.93	30.08.2024	Cleaning Materials	Staples.co.uk
121	21.08.2024	£14.48	£2.17	£16.65	30.08.2024	Expenses	Donna Kemp (Donna Kemp)
120	21.08.2024	£36.68	£7.32	£44.00	30.08.2024	Expenses	Paula Halford
119	15.08.2024	£98.55	£19.71	£118.26	30.08.2024	Telephone/Broadband	Daisy Communications
118	14.08.2024	£5.00	£1.00	£6.00	30.08.2024	Mobile top up	Giffgaff
117	13.08.2024	£257.87	£48.70	£306.57	30.08.2024	HR Support	Peninsula Business
116	06.08.2024	£224.61	£11.23	£235.84	30.08.2024	PAYE/NI	HMRC
115	06.08.2024	£746.92	£0.00	£746.92	30.08.2024	Electricity Pavilion	Total Energies
114	01.08.2024	£25.28	£0.00	£25.28	30.08.2024	Service Charge	TSB BANK
113	01.08.2024	£287.45	£0.00	£287.45	30.08.2024	Photocopier Lease	Agilico Work Tech
112	25.07.2024	£185.82	£0.00	£185.82	30.07.2024	Pension	Nest
111	15.07.2024	£215.54	£0.00	£215.54	30.07.2024	Waste Contract	Broxtowe Borough Council
		£6,118.35	£110.93	£6,229.28			

Expenses

Donna Expenses (Aug) - £16.65

Cost Centre	Cost Code	What	Net	VAT	Total	PO Number
Admin 3	59	Mileage 11th, 6th 9th	3.66	0.00	3.66	N/A
Building 5	61	Tools Litre picker	10.82	2.17	12.99	0136621
			14.48	2.17	16.65	

Paula Expenses (Aug) - £44.00

Cost Centre	Cost Code	What	Net	VAT	Total	PO Number
Building 5	51	Parish Hall Curtain Cleaning	36.68	7.32	44.00	0136624
			36.68	7.32	44.00	

Donna Expenses (July) - £37.97

<u>Cost Centre</u>	<u>Cost Code</u>	<u>What</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>	<u>PO Number</u>
Admin 3	59	Mileage 6th, 4th July	2.44	0.00	2.44	N/A
Admin 3	60	Postage BOI bank stuff	3.80	0.00	3.80	0136614
Building 5	51	Parish Hall Long Key	4.92	0.98	5.90	0136617
Admin 3	36	Stationary A1 wall calendar, card	10.53	2.11	12.64	0136616
Events 6	88	Car Boot Rosette -Dog show	11.66	2.33	13.99	0136613
Underpaid by .98p (vat n net mix up!)			33.35	5.42	38.73	N/A

Paula Expenses (July) - £33.25

<u>Cost Centre</u>	<u>Cost Code</u>	<u>What</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>	<u>PO Number</u>
Admin 3	60	Postage Dog Show Post	12.40	0.00	12.40	0136618
Events 6	88	Car Boot Best in show rosette	4.04	0.81	4.85	0136612
Grounds 8	21	Grounds Grass seed	13.33	2.67	16.00	0136619
			29.77	3.48	33.25	

Brinsley Parish Council

Prepared by: Donna Kemp
Name and Role (Clerk/RFO etc)

Date: 8/7/24

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024	60,212.75
	ADD Receipts 01/04/2024 - 31/05/2024	94,734.06
		154,946.81
	SUBTRACT Payments 01/04/2024 - 31/05/2024	25,111.46
A	Cash in Hand 31/05/2024 (per Cash Book)	129,835.35
	Cash in hand per Bank Statements	
	Petty Cash 30/04/2024 1.29	
	* TSB Business Account 31/05/2024 114,794.99	
	* Bank of Ireland Current Account 31/05/2024 15,039.04	
		129,835.32
	Less unrepresented payments	
		129,835.32
	Plus unrepresented receipts	
B	Adjusted Bank Balance	129,835.32
Error A does NOT equal B		
	ERROR IS	£0.03

Brinsley Parish Council

Prepared by: Donna Kemp
Name and Role (Clerk/RFO etc)

Date: 2/7/24

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 30/04/2024			
	Cash in Hand 01/04/2024		60,212.75
	ADD Receipts 01/04/2024 - 30/04/2024		85,901.25
			146,114.00
	SUBTRACT Payments 01/04/2024 - 30/04/2024		19,755.80
A	Cash in Hand 30/04/2024 (per Cash Book)		126,358.20
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2024	1.29
	* TSB Business Account	30/04/2024	111,317.84
	* Bank of Ireland Current Account	30/04/2024	16,147.40
			127,466.53
	Less unrepresented payments		1,108.36
			126,358.17
	Plus unrepresented receipts		
B	Adjusted Bank Balance		126,358.17
Error A does NOT equal B			
ERROR IS		£0.03	

Brinsley Parish Council

Prepared by: Danna Kemp
Name and Role (Clerk/RFO etc)

Date: 20/08/24

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/07/2024			
	Cash in Hand 01/04/2024		60,212.75
	ADD Receipts 01/04/2024 - 31/07/2024		104,117.31
			164,330.06
	SUBTRACT Payments 01/04/2024 - 31/07/2024		42,039.79
A	Cash in Hand 31/07/2024 (per Cash Book)		122,290.27
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2024	1.29	
*	TSB Business Account 31/07/2024	,108,762.89	
*	Bank of Ireland Current Account 30/07/2024	13,526.09	
			122,290.27
	Less unrepresented payments		
			122,290.27
	Plus unrepresented receipts		
B	Adjusted Bank Balance		122,290.27
A = B Checks out OK			

Brinsley Parish Council

Prepared by: Donna Kemp
Name and Role (Clerk/RFO etc)

Date: 10/7/24

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 30/06/2024			
	Cash in Hand 01/04/2024		60,212.75
	ADD Receipts 01/04/2024 - 30/06/2024		98,504.71
			158,717.46
	SUBTRACT Payments 01/04/2024 - 30/06/2024		35,747.09
A	Cash in Hand 30/06/2024 (per Cash Book)		122,970.37
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2024	1.29	
	* TSB Business Account 30/06/2024	109,041.60	
	* Bank of Ireland Current Account 30/06/2024	13,927.45	
			122,970.34
	Less unrepresented payments		122,970.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		122,970.34
	Error A does NOT equal B		
	ERROR IS	£0.03	

18	16.04.2024	£276.00	£0.00	£276.00	30.04.2024	Meeting Room Hire	Mrs C Hill (Bridge Club)
17	04.04.2024	£111.00	£0.00	£111.00	30.04.2024	Main Hall Hire	Nicola Buckley (Dance Revolution)
16	17.04.2024	£126.00	£0.00	£126.00	30.04.2024	Main Hall Hire	Terry Hallam (Friday Art Group)
15	17.04.2024	£42.00	£0.00	£42.00	30.04.2024	Main Hall Hire	Terry Hallam (Friday Art Group)
14	17.04.2024	£168.00	£0.00	£168.00	30.04.2024	Main Hall Hire	Terry Hallam (Friday Art Group)
13	17.04.2024	£276.00	£0.00	£276.00	30.04.2024	Meeting Room Hire	Mrs C Hill (Bridge Club)
12	22.04.2024	£14.00	£0.00	£14.00	30.04.2024	Admission Night	Public (Awards Johnson)
11	19.04.2024	£125.00	£0.00	£125.00	30.04.2024	Main Hall Hire	Craft Fair (Sara Radcliffe)
10	18.04.2024	£83,115.00	£0.00	£83,115.00	30.04.2024	Precept	Bromsgrove Borough Council
9	17.04.2024	£40.00	£0.00	£40.00	30.04.2024	Meeting Room Hire	Teresa Davies (Brimley Food Bank)
8	17.04.2024	£122.50	£0.00	£122.50	30.04.2024	Main Hall Hire	Mrs J & Mrs M Gibby (Sukanya Hair Design)
7	17.04.2024	£126.00	£0.00	£126.00	30.04.2024	Main Hall Hire	Cara Chitterson (Baby Sensory Notts)
6	17.04.2024	£24.00	£0.00	£24.00	30.04.2024	Main Hall Hire	Eara Chitterson (Baby Sensory Notts)
5	17.04.2024	£24.00	£0.00	£24.00	30.04.2024	Meeting Room Hire	Linda (Midland Dobsonian Club AGM)
4	17.04.2024	£74.00	£0.00	£74.00	30.04.2024	Main Hall Hire	Audrey Wainwright (Kiddushim)
3	17.04.2024	£287.00	£0.00	£287.00	30.04.2024	Main Hall Hire	Mrs T Hickman (Slimming World)
2	17.04.2024	£74.00	£0.00	£74.00	30.04.2024	Main Hall Hire	Jane Griffiths (Club Fit Mon - Monday PM)
1	17.04.2024	£148.00	£0.00	£148.00	30.04.2024	Main Hall Hire	Lois Meakin (Dog Training (Friday))

£276.00	£0.00	£276.00
£111.00	£0.00	£111.00
£126.00	£0.00	£126.00
£42.00	£0.00	£42.00
£168.00	£0.00	£168.00
£276.00	£0.00	£276.00
£14.00	£0.00	£14.00
£125.00	£0.00	£125.00
£83,115.00	£0.00	£83,115.00
£40.00	£0.00	£40.00
£122.50	£0.00	£122.50
£126.00	£0.00	£126.00
£24.00	£0.00	£24.00
£24.00	£0.00	£24.00
£74.00	£0.00	£74.00
£287.00	£0.00	£287.00
£74.00	£0.00	£74.00
£148.00	£0.00	£148.00
£106,126.25	£0.00	£106,126.25

1569.29 due back for April to Aug 2024

Precept £83,115.00
 £106,126.25
 £16,562.44

