

Minutes OF PARISH COUNCIL MEETING

of Brockworth Parish Council held in Brockworth Community Centre, on **Wednesday 6th November 2019 at 19.00.**

Where motions were approved it was following a proposal and having been seconded was then decided by a majority show of hands.

1.	Attendance recorded as Councillors' D Harwood (Chair), L Gerrard, S Stevens, W Stevens, C Evans, , R Hatton, S McNeil and C Parry . One member of the public attended
2.	APOLOGIES received from Councillors' A Georgiou, C Carter, N John, P Kotwica, J Mills and G Evans. The absence of Councillor H Morris was recorded and Council were advised of the advice given to Councillor H Morris regarding attendance and the next steps to be taken
3.	DECLARATIONS OF INTEREST were invited for matters on the agenda
4.	Council approved dispensations requested by Councillor R Hatton in regard to Brockworth Youth Trust
5.	Public session at the discretion of the Chair of the meeting. One member of the public spoke regarding item 14, which was then brought forward. Public session ended
6.	(Item 14 on the agenda) Council discussed 2 grant applications from Brockworth Link for the financial year 2020/21 . Council agreed Youth grant as requested by Brockworth Link for £10k and the grant for library requested by Brockworth Link for £6k was deferred to next meeting pending Council approving its 2020/21 budget.
7.	District Councillors were invited to present reports that relate to the Parish.
8.	Draft Minutes of the meetings held on 2 nd October and 24 th October were approved and signed
9.	Matters brought forward from previous meeting <ul style="list-style-type: none"> • Council noted press release from TBC -declaring a climate emergency • Council noted that the Co-option deadline notice was 6th November 2019 and the Clerk was unable to provide update at meeting.
10.	Council noted draft minutes from Committees and received verbal report from Chairs of Committees where appropriate <ul style="list-style-type: none"> • Buildings and Grounds Committee held on 16th October • Community Committee held on 8th October 2019 • HR Committee held on 17th October 2019 – already presented to Full Council
11.	Council considered if it wished to suggest names for new streets in new developments as due to time frame it may not be possible to wait for future Planning, Highways & Environment Committee meeting – Council agreed that Admin Team would put up a display in foyer asking for community suggestions for future street names and then any suggestions received from the public, and from Cllr G Evans who is asked to send the results of his consultation to the Clerks or any other Councillors ideas received by the Clerk which will then be submitted for approval at the next Council/Committee meeting
12.	Council noted guide for Councillors' "Openness and transparency on personal interests"
13.	Council agreed it wishes to use the services of a Parish Remuneration Panel in order to pay Councillors Allowances. A future Agenda item will be included in the March Full Council Agenda to agree any balances not drawn by Councillors at the end of each financial year will be donated to charities. Charities to be nominated by Councillors prior to the meeting to enable the Clerks to include in the Agenda

14.	Council discussed and agreed it does not wish invite representation of the Travellers/Gypsy/Roma Community to address a future full Council meeting
15.	Financial reports were approved– <ul style="list-style-type: none"> • Bank Reconciliation as at 30th September 2019 • Cost Centre budget against actual as at 29th October 2019 • Trial balance as at 29th October 2019 • Report of Reserves as at 29th October 2019- Tesco bag for life grant conditions to be identified by Business Clerk • Payments made since last meeting
16.	Council approved payment schedule – Council would like a review of value for money of cleaning supplies – Business Clerk to report to Buildings and Grounds Committee
17.	Council noted decision data base schedule to 30/10/19
18.	Council noted new format of Application for Dispensation form
19.	Council discussed draft action plan –4 year plan to be done by all Committees with 2 targets for each year and then brought back to Full Council next meeting
20.	Meeting suspended for 5 minutes and then meeting resumed Council approved draft budget 2020/21
21.	Council approved precept sum to be requested as £216787 and balance to be taken from reserves
22.	Council approved additional members for Community Committee -Cllr C Evans Buildings and Grounds Committee– Cllr C Parry Appeals Committee -Cllr C Evans There remains a vacancy on the Finance Committee It was noted that Cllr C Evans has resigned from HR Committee and the vacancy will be placed on the next FC agenda
23.	Council agreed it would like to adopt a “tag line”/ethos statement of “one team supporting the whole community” to promote the inclusive team and community -based ethos of the Council
24.	Council approved the proposal that the Café allows dogs into the eating area providing it is legal to do – Business Clerk to confirm – Council agreed to suspend standing orders to allow meeting to continue beyond 2 hours
25.	Council agreed building alterations to downstairs meeting room to be a single door
26.	Council agreed to delegate the authorisation of building works, furniture changes, IT changes and professional fees for office move to the Proper Officers in consultation with the Buildings and Grounds Committee who have already approved plans in principal.
27.	Council noted update on staffing matters – confidential business – Delegated to Chair of HR to sign the contracts for Temporary Clerks
28.	There was no any other business for future agenda items.
29.	Date of next meeting – December 4 th 2019 Meeting closed at 21.17

Report to:	Full Council
Date of Meeting:	6 th November 2019
Subject:	Direct Debit / Standing Order Payments made since 2 nd October 2019

For information:

DATE	PAYEE	DETAILS	AMOUNT
01/10/19	Water Plus	Water Charges	£44.59
01/10/19	SG Equipment	Dishwasher rental	£144.00
01/10/19	Envesca Ltd	Health & Safety Support	£144.00
07/10/19	Barclays	Bank Charges	£50.68
15/10/19	Shire Leasing	Mitel phone system rental	£330.97
16/10/19	Sage	Sage Software	£174.30
21/10/19	EON	Electricity usage	£650.66
17/10/19	KCC	Printer/photocopier rental	£391.80
17/10/19	ELAS	Employment Law	£123.60
28/10/19	Virgin Media	Broadband CC	£36.00
28/10/19	Virgin Media	Broadband BPC	£60.00
27/10/19	Nest Pensions	Pension contributions Oct-19	£484.02
30/10/19	All staff	Payroll Oct-19	£6284.63

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Time: 09:51:53

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Supplier From:
Supplier To: ZZZZZZZZ
Transaction From: 1
Transaction To: 99,999,999

Date From: 01/01/1980
Date To: 31/10/2019
Exc Later Payments: No

A/C: A&EFIRE Name: A & E Fire & Security Contact: Andy Morris Tel: 01452 712021

No	Type	Ref	Date	Details	Amount	Paid	Outstanding
59561	PI	400304	15/10/2019	Fire alarm & intruder alarms tested	178.97	0.00	178.97
Total:							<u>178.97</u>

A/C: BCP Name: Brockworth Link Contact: Tel: 01452 863681

No	Type	Ref	Date	Details	Amount	Paid	Outstanding
59118	PI	grant	16/10/2019	2 of 4 grant payments November	1,065.03	0.00	1,065.03
Total:							<u>1,065.03</u>

A/C: BJHADMI Name: Belinda Holder Contact: Belinda Holder Tel:

No	Type	Ref	Date	Details	Amount	Paid	Outstanding
59679	PI	BW1019	24/10/2019	locum costs	953.70	0.00	953.70
Total:							<u>953.70</u>

A/C: BROCKAL Name: Brockworth Allotment Association Contact: John Richards Tel:

No	Type	Ref	Date	Details	Amount	Paid	Outstanding
59690	PI	Weedkiller	29/10/2019	Weedkiller for Allotments	60.00	0.00	60.00
Total:							<u>60.00</u>

A/C: BT Name: BT Payment Services Ltd Contact: Tel: 0845 600 7020

No	Type	Ref	Date	Details	Amount	Paid	Outstanding
59453	PI	Q051-Q052	07/10/2019	Outstanding balance on early	730.35	0.00	730.35
Total:							<u>730.35</u>

A/C: CITIZENS Name: Gloucester & District Citizens Advice Contact: Tel: 01452 527202

No	Type	Ref	Date	Details	Amount	Paid	Outstanding
59511	PI	BPC/02/20	08/10/2019	Citizens Advice 1st July to 30th Sept	624.00	0.00	624.00
59512	PI	BPC/03/20	09/10/2019	Citizens Advice 1st Oct-31st Dec 2019	624.00	0.00	624.00
Total:							<u>1,248.00</u>

A/C: COOPERS Name: Coopers Edge GC Contact: Paul Kerton Tel:

No	Type	Ref	Date	Details	Amount	Paid	Outstanding
59447	PI	Grant	07/10/2019	Grant of 3 footballs	75.00	0.00	75.00
Total:							<u>75.00</u>

A/C: DAVEJEN Name: Dave Jenner Contact: David Jenner Tel: 01452 618572

No	Type	Ref	Date	Details	Amount	Paid	Outstanding
59455	PI	562	07/10/2019	window cleaning external July	95.00	0.00	95.00
59456	PI	582	07/10/2019	Window cleaning internal and	170.00	0.00	170.00
59457	PI	606	07/10/2019	Window cleaning External September	95.00	0.00	95.00
59680	PI	617	24/10/2019	window cleaning external October	170.00	0.00	170.00
Total:							<u>530.00</u>

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A/C: DISHDIRE		Name: Dishwashers Direct	Contact: 01159613720	Tel:			
<u>No</u>	<u>Type</u>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
59442	PI	INV-08358	23/09/2019	Dishwasher detergent	94.80	0.00	94.80
Total:							<u>94.80</u>
A/C: GAPTC		Name: Gloucestershire Association of	Contact: Kim Bedford	Tel: 01452 883 388			
<u>No</u>	<u>Type</u>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
59643	PI	6345	21/10/2019	Interim audit 2019/20	383.40	0.00	383.40
Total:							<u>383.40</u>
A/C: GCC.PENS		Name: Glos County Council (Pensions)	Contact:	Tel:			
<u>No</u>	<u>Type</u>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
59472	PI	SEPT_PEN	08/10/2019	September 2019 LPGS	318.52	0.00	318.52
59549	PI	Oct.Pensio	15/10/2019	October 2019 Pensions	358.68	0.00	358.68
Total:							<u>677.20</u>
A/C: GCSLTD		Name: Gloucester Computer Services Ltd	Contact: David Parry	Tel: 01452 348013			
<u>No</u>	<u>Type</u>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
59448	PI	GCS005548	28/09/2019	Resolve issues with lost passwords &	84.00	0.00	84.00
Total:							<u>84.00</u>
A/C: GLEBECO		Name: Glebe Contractors	Contact:	Tel: 01531 820634			
<u>No</u>	<u>Type</u>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
59290	PI	7394	03/10/2019	tree works as per inspection	675.60	0.00	675.60
59440	PI	GM7404	30/09/2019	Grass cutting September 2019	1,319.94	0.00	1,319.94
Total:							<u>1,995.54</u>
A/C: GLEVUMS		Name: Glevum Security Ltd	Contact: Steve Barnett / Leanne Murrell	Tel: 01452 729713			
<u>No</u>	<u>Type</u>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
59691	PI	51584	29/10/2019	lock/unlock October 2019	51.00	0.00	51.00
Total:							<u>51.00</u>
A/C: GOOCH		Name: Gooch Group Ltd.	Contact:	Tel: 01242 528564			
<u>No</u>	<u>Type</u>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
59737	PI	32087	30/10/2019	cleaning supplies	412.96	0.00	412.96
Total:							<u>412.96</u>
A/C: HMRC		Name: HM Revenue and Customs	Contact:	Tel:			
<u>No</u>	<u>Type</u>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
59475	PI	EMP_ALLO	08/10/2019	Repayment of Employment	2,692.40	0.00	2,692.40
59551	PI		15/10/2019	PAYE/NI October 2019	306.60	0.00	306.60
59552	PI		15/10/2019	PAYE/NI October 2019	643.47	0.00	643.47
Total:							<u>3,642.47</u>
A/C: JSHIRLEY		Name: J. SHIRLEY	Contact:	Tel: 01452 424245			
<u>No</u>	<u>Type</u>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
59693	PI	036/2019	30/10/2019	Consultancy/Locum Clerk Services	2,512.50	0.00	2,512.50
Total:							<u>2,512.50</u>

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A/C:		Name:		Contact:		Tel:		
No	Type	Ref	Date	Details	Amount	Paid	Outstanding	
A/C: PATASC		Name: PATA (UK)		Contact:		Tel:		
59446	PI	19/0179/P	30/09/2019	Payroll Services Sept 2019	77.80	0.00	77.80	
59553	PI		15/10/2019	Payroll Services Oct 2019	50.70	0.00	50.70	
59646	PI	19/0239/P	18/10/2019	Re-run of Oct 2019 payroll	15.00	0.00	15.00	
Total:								<u>143.50</u>
A/C: PKFLIT		Name: PKF Littlejohn LLP		Contact:		Tel:		
59441	PI	SB2019344	24/09/2019	External Audit 2018/19	720.00	0.00	720.00	
Total:								<u>720.00</u>
A/C: PLAYINSP		Name: The Play Inspection Company		Contact:		Tel: 01202 590675		
59645	PI	38378	18/10/2019	Annual Park Inspections	324.00	0.00	324.00	
Total:								<u>324.00</u>
A/C: RBALGOB		Name: Roy Balgobin		Contact:		Tel:		
59536	PI	Review	10/10/2019	Staffing Review	1,500.00	0.00	1,500.00	
Total:								<u>1,500.00</u>
A/C: RBLPOPP		Name: Royal British Legion Poppy Appeal		Contact:		Tel:		
59477	PI	Wreath	09/10/2019	2019 Remembrance Wreath	25.00	0.00	25.00	
Total:								<u>25.00</u>
A/C: SCREWFI		Name: Trade UK		Contact:		Tel:		
59443	PI	101248608	25/09/2019	Secateurs & loppers for minor tree	27.98	0.00	27.98	
59644	PI	101913895	18/10/2019	Starters for lights	4.99	0.00	4.99	
Total:								<u>32.97</u>
A/C: SYSTEM		Name: Officeworx Ltd		Contact: Les		Tel: 01242 584901		
59444	PI	506852	02/10/2019	Printing Sept 2019 newsletter	225.60	0.00	225.60	
59445	PI	506836	01/10/2019	Labels & visitor book	12.50	0.00	12.50	
59647	PI	507110	18/10/2019	A4 paper and card	37.78	0.00	37.78	
Total:								<u>275.88</u>
A/C: TEWKESB		Name: Tewkesbury Borough Council		Contact:		Tel: 01684 272146		
59550	PI		15/10/2019	Attachment of earnings - J.Mcmahon	136.22	0.00	136.22	
Total:								<u>136.22</u>
Grand Total								<u>17,852.49</u>

date of report 29/10/19	2019/20			20/21		
	budget income	Budget expenses	(subsidy) /surplus	BUDGET income	BUDGET EXPENSES	(subsidy) / surplus
<u>Building and grounds committee</u>						
community centre	49,596	79,072	-29,476	49,596	76,936	-27,340
café	27,746	46,688	-18,942	27,746	58,165	-30,419
total community centre	77,342	125,760	-48,418	77,342	135,101	-57,759
burial grounds	5,500	1,000	4,500	5,500	5,500	0
allotments	100		100	750	750	0
parks and open spaces	0	27,900	-27,900	-	69,500	-69,500
<u>Total for B & G</u>	5,600	28,900	-23,300	6,250	75,750	-69,500
<u>community committee</u>						
dog support	1,200	1,700	-500	1,200	1,700	-500
magazine	1,200	2,750	-1,550	-	-	0
newsletter	0	0	0	-	1,000	-1000
other income	500	0	500	500	-	500
youth grants	0	25,000	-25,000	10,000	10,000	0
taxi voucher scheme		1,500	-1,500		1,500	-1500
library support					500	-500
volunteer projectd					250	-250
planting scheme					500	-500
community events					1,000	-1000
Heritage/British Legion					400	-400
CAB Grants					2,600	-2600
other grants		5,350	-5,350		10,000	-10000
good citizen awards		100	-100		100	-100
<u>Total for Community</u>	2,900	36,400	-33,500	11,700	29,550	-17,850
<u>Planning, Highways & Environment</u>						
planning	0	0	0	-	15,000	-15000

Highways	0	1,900	-1,900	-	13,200	-13,200
Environment	0	750	-750	-	3,000	-3,000
less projects					-	
Total for P,H&E	0	2,650	-2,650	-	31,200	-31,200
HR costs						
salary costs	0	133,765	-133,765	-	126,000	-126,000
costed to other depts					- 71,476	
other HR costs	0	3,200	-3,200	-	5,516	-5,516
Total for HR	0	136,965	-136,965	-	60,040	-131,516
<u>PC COSTS/FINANCE</u>						
<u>CTTE</u>						
Administration costs	150	23,294	-23,144	48	18,250	-18,202
Professional costs	420	20,500	-20,080	169	9,250	-9,081
Councillors costs	0	2,650	-2,650	-	3,050	-3,050
Total for PC costs	570	46,444	-45,874	217	30,550	-30,333
<u>Projects from reserves</u>						
overall totals	86,412		-156,942	95,509		
precept	216,787			216,787		0
from reserves	73,920			49,895		
	377,119	377,119		362,191	362,191	