

Bramley Parish Council meeting, 09 January 2024
Bill Chafer Youth and Community Centre, Flash Lane, S66 1TS

Meeting commenced at: 7:04pm

Acting chair D Hardwick opened the meeting and wished Cllrs a Happy New Year.

01.00 Public Forum and Crime and Disorder in the Community

None

02.00 To receive apologies for absence

02.01 Apologies:

Cllr J McVann

02.02 Present:

Acting Chair D Hardwick

Cllr A Cooke

Cllr J Simmons

Cllr I Handley

Cllr D Tattersfield

Cllr D Jackson

Cllr C Makin

Cllr R Holyhead

Cllr D Sayner

Cllr J Bradwell

Cllr J Moore

02.03 Staff present and Guests:

Clerk R Foulds

Finance Officer T Sayner

Emma Harris (Minutes)

03.00 To note any declarations of interest (pecuniary or otherwise) on items to be discussed at this meeting

None

04.00 To consider minutes of the previous parish council meeting, 12 December 2023

04.01 Finance Officer T Sayner corrected a payment and noted it alters the Bramley Village Trust balance to £10,957 from £11,374.

04.02 Re item, 6.13 Cllr A Cooke asked for an update on the passwords. Acting Chair D Hardwick stated at present we some have access but not all. Cllr Cooke asked whether this is something we can take to the police as passwords were changed within days of the investigation.

- 04.03 The Finance Officer noted that the police have some passwords in evidence, but in order to give us access these would need to be removed and reasoned for removal.
- 04.04 Cllr A Cooke noted that at the previous meeting we discussed hiring an external company to look at the computer. Cllr J Bradwell he had contacted the company but they quoted £1,000 with no guarantee.
- 04.05 Acting Clerk R Foulds confirmed we have access to the computer itself and files stored directly on the desktop, but we are presently unable to access the Clerk Gmail account.
- 04.06 Cllr J Moore noted the previous Clerk should have kept a second record of files. The Finance Officer explained that we have backups of files on both OneDrive and also physically on laptops, however the previous Clerk had completed some work on a separate personal laptop which seem to not have had copies transferred to OneDrive.
- 04.07 Cllr D Tattersfield noted that a correction was needed to 'Cllrs Present' as his name is missing.
- 04.08 Re item 5.02, Cllr D Sayner highlighted the external audit files and noted that there was a correction/amendment that needed to occur prior to it being signed off, and it was agreed that Cllrs would receive the full report breakdown following, however due to circumstances that arose this hasn't been received. Cllr Sayner asked if we are able to chase this up and contact PKF.
- 04.09 Re item 5.04, Cllr D Sayner asked if we had made progress with the solar panel company. Finance Officer T Sayner noted she had found the name of the grant in previous minutes so will look to contact them directly to see if an application from the council had been made.
- 04.10 Acting Chair D Harwick highlighted the finance statement rows 31 and 35 for reimbursements were looked into and these have been confirmed as fraudulent payments also. NB; THIS IS CONFIDENTIAL INFORMATION AT THIS TIME
- 04.11 Re item 9.15, Cllr A Cooke asked if the letters of confidence had been sent to M Brown and Finance Officer T Sayner. Acting Clerk R Foulds noted they hadn't been yet. Cllr J Bradwell added 9.16 also. Clerk R Foulds to action these.
- 04.12 Re item 12.01, Cllr D Tattersfield mentioned regarding Jubilee Walk. He stated that we hadn't seen the trees prior to them being ordered, and he asked about the plaques. Finance Officer T Sayner noted that she cannot find record of the company the previous Clerk was referring to when looking for plaques.
- 04.13 Cllr C Makin expressed that the Brass Band Christmas Event was fantastic.
- 04.14 Cllr D Tattersfield offered that he is happy to help in the office where needed.
- 04.15 Cllr J Bradwell proposed the minutes of the December 2023 Parish Council meeting to be a true and accurate record thereof. Cllr D Jackson seconded the proposal. Unanimous agreement.

05.00 Parish Council and Village Trust finances

See next page/

Financial report to Bramley Parish Council 09 January 2024

From statements as 31/12/2023

Reserve Account closed 29/06/2023	1*****1	£	0.00
Current Account 1 Unity Bank	2*****0	£	139466.97
Interest Account NS&I (31/01/23)	1*****6	£	35821.69
Current Account 2 Unity Bank	2*****3	£	5039.29
Bank total as at statement date		£	180327.95

From statement as 30/12/2023

Bramley PC for BVT Unity Bank	2*****6	£	2725.05
Bramley Village Trust Unity Bank	2*****1	£	9662.95
Bank total as at statement date		£	12388.00

Parish Council:

Purchases made -

Date From: 01/12/2023

Date To 31/12/2023

**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

KEY: BP = Bank Payment DD = Direct Debit CHQ = Cheque TRANS = Transfer CHRQ = Charges

Closing Balance as at 30/11/2023 £175,301.78

No	Payment Type / Cheque No	Date	Details	Department	£ Amount	Total
1	BP	07/12/2023	Zurich Municipal -Insurance		8456.99	166,844.79
2	DD	12/12/2023	NEST – Pension Payments		361.39	166,483.40
3	BP	13/12/2023	RSB – I Jones Xmas Tree fitting & Gate fitting	All Sites/ Allotments	484.00	165,999.40
4	BP	13/12/2023	Green Mile Trees – Jubilee Trees	Flash Lane	3432.00	162,567.40
5	BP	13/12/2023	Wages – December 2023	Youth Club	3773.22	158,794.18
6	BP	13/12/2023	Wages – December 2023	Village	3063.30	155,730.88
7	BP	13/12/2023	Wages – December 2023	Parish Hall	1012.07	154,718.81
8	BP	13/12/2023	Mrs D Georgios – Unknown		60.00	154,658.81
9	BP	13/12/2023	MJRCC Ltd – Broadband		88.60	154,570.21
10	DD	15/12/2023	YPO – Various Item		349.45	154,220.76
11	DD	18/12/2023	Sage – Accounts software		108.60	154,112.16
12	BP	18/12/2023	EDF – Electricity	Annexe	84.00	154,028.16
13	BP	18/12/2023	D B Entertainments – Summer Fair items	Flash Lane	4800.00	149,228.16
14	BP	18/12/2023	Total – Electric 01.11.23 – 30.11.23	Youth Club	148.08	149,080.08
15	BP	18/12/2023	EDF – Electricity 02.09.2023 – 30.10.23	Parish Hall	395.04	148,685.04
16	BP	18/12/2023	CS Surveying – Surveys x 2	Annexe/Parish	1920.00	146,765.04

17	BP	20/12/2023	Cllr Holyhead- Voucher Reimbursement		450.00	146,315.04
18	BP	20/12/2023	G Richards – Window x 5	Youth/Parish	78.00	146,237.04
19	BP	20/12/023	EDF – Gas 02.09.23 – 01.10.23	Youth Club	2600.06	143,636.98
20	BP	20/12/2023	E Baxter – Wreath Making Course	Youth Club	400.00	143,236.98
21	BP	20/12/2023	Martin Brooks – Small Roof Repair	Youth Club	2546.40	140,690.58
22	BP	20/12/2023	HMRC – month 8		783.90	139,906.68
23	BP	22/12/2023	HMRC – month 6 interest		2.88	139,903.80
24	BP	22/12/2023	National Allotment Association - Membership 23/24		66.00	139,837.80
25	BP	22/12/2023	Everflow – Water Drainage 20.01.24-19.02.24		192.65	139,645.15
26	BP	22/12/2023	RSB I Jones – CR117, Tree Planting Bins	Cemetery/Flash	620.00	139,025.15
27	BP	22/12/2023	Jace Foot – Lock Replacement	Flash Lane	326.00	138,699.15
28	CHQ	27/12/2023	300065 Cllr Makin – Keys Band Store	Parish Hall	13.98	138,685.17
29	CHQ	28/12/2023	300066 Bramley Brass – Junior Brass	Chairmans Allowance	200.00	138,485.17
30	CHRG	29/12/2023	Manual Credit Handling Charge		4.20	138,480.97
31	CHRG	29/12/2023	Service Charge		39.00	138,441.97

Total Expenditure £36,859.81

Net Balance after purchases deducted £ 138441.97

Parish Council:

Receipts In –

Date From: 01/12/2023

Date To 31/12/2023

**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

KEY: BACS = Bankers Automated Clearing System PIB = Paying in Book TRANS = Bank Transfer INT = Interest

Net Balance after payment deducted £138441.97

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1	BACS	04/12/2023	Clarksons Memorials – Memorial	Cemetery	135.00	138576.97
2	BACS	05/12/2023	Funeral Partners – Burial	Cemetery	115.00	138691.97
3	BACS	06/12/2023	RMBC – Grant Ward Councillors	Community Café	150.00	138841.97
	BACS	29/12/2023	R Foulds – Burial	Cemetery	625.00	139466.97

Total Income £ 1025.00

Closing Balance £139466.97

Bramley Village Trust**Purchases Made –**

Date From: 01/12/2023

Date To 31/11/2023

KEY: BP = Bank Payment DD = Direct Debit CHQ = Cheque TRANS = Transfer CHRG = Charges**Closing Balance as at 30/11/2023 £ 8781.6**

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1	DD	27/12/2023	Everflow – Water Drainage		192.65	8588.95
2	BP	31/12/2023	Service Charge		18.00	8570.95

Total Expenditure £ 210.65**Net Balance after purchases deducted £ 8570.95****Bramley Village Trust****Receipts In –**

Date From: 01/12/2023

Date To 31/12/2023

KEY: BACS = Bankers Automated Clearing System PIB = Paying in Book TRANS = Bank Transfer**Net Balance after purchases deducted £ 8570.95**

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1	BACS	04/12/2023	Rise Dance – Hall Hire	Youth Club	150.00	8720.95
2	BACS	11/12/2023	M Rudman – Football	Flash Lane	45.00	8765.95
3	BACS	14/12/2023	N Sharp Flash Dance – Hall Hire	Youth Club	852.00	9617.95
4	BACS	21/12/2023	L Gundry Elite- Hall Hire	Youth Club	45.00	9662.95

Total Income £ 1092.00**Closing Balance £ 9662.95**

05.01 Finance Officer T Sayer asked if a vote could be taken to add two more signatories onto the Village Trust bank account as was done with the Parish Council, and suggested Acting Chair D Hardwick and Cllr R Holyhead.

05.02 Cllr D Sayner proposed we add Acting Chair D Hardwick and Cllr R Holyhead as authorised signatures on the Bramley Village Trust accounts. Cllr J Bradwell seconded the proposal. Unanimous approval.

05.03 The Finance Officer noted she has set up a direct debit payments already for YLCA, and expressed that she would like to do so for all utility payments. Cllr J Moore proposed direct debit payments be set up for the above. Cllr J Bradwell seconded the proposal. Unanimous agreement.

05.04 Cllr I Handley asked for clarification on a payment made. Cllr J Bradwell confirmed the payments was for the lady who covered minutes at the emergency meeting.

- 05.05 Cllr I Handley also asked about row 14 for DB entertainment. The Finance Officer explained this was an overdue payment from the summer that had been recorded as paid as money was paid into the previous Clerks account instead.
- 05.06 Cllr D Tattersfield proposed the finance statement as presented to the meeting to be accepted. Cllr J Bradwell seconded. Majority agreement, Cllr D Sayner abstained.

06.00 Committee updates:

a) Cemetery

None

b) Allotments

- 06.01 Acting Chair D Hardwick noted a meeting needs to be had. Cllr D Tattersfield noted that letters were supposed to have been sent but we are unsure whether these have been.

c) Gardens and Streets:

- 06.02 Cllr D Tattersfield noted that at the previous meeting of the committee there were discussions around work priorities with flowerbeds. The Finance Officer noted that the gardener had been into the office and let her know that the Church Lane flower beds were on the list for this week however hadn't been done today due to the ground being frozen.

d) Events

- 06.03 Discussion was had about upcoming events.
- 06.04 Cllr C Makin noted that for the list of dates she has she is unsure on whether these are specifically set in stone or suggestions. Cllr D Sayner noted these may be in the minutes.
- 06.05 Clerk R Foulds suggested putting a year calendar in the Office for events to be added to.

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07.00 Legal

a) Whistleblowing

- 07.01 Acting Chair D Hardwick referred to the letter from the Finance Officer included in Cllrs packs.

b) VAT claimed

- 07.02 Finance Officer T Sayner explained that some of the payments made falsely have had VAT claimed back, so she noted she has spoken to the auditor and their suggestion was to create a suspense account for payments made to the previous Clerk without VAT, and that would correct the circumstances.
- 07.03 Cllr J Moore asked about the cemetery and whether payments are up to date. Finance Officer T Sayner noted that she deals with the finance and banking and they are up to date.

c) Subject Access Request

- 07.04 Clerk R Foulds noted the Finance Officer had submitted a subject access request in May 2023, which still hasn't been completed. He noted the law is 20 working days but the previous Clerk didn't complete the work required for the request. Finance Officer T Sayner noted that she had reported Bramley Parish Council to the ICO in September.
- 07.05 Cllr D Sayner asked what the follow up process is now from the council as many Cllrs were not aware the SAR wasn't completed. Clerk noted it isn't a long process and relatively straight forward.

d) Withholding Wages

- 07.06 Acting Chair D Hardwick had asked the Finance Officer to withhold wages from the previous Clerk, however M Brown had phoned YLCA and they had advised that we need to continue to pay it until proven guilty in court she could sue.
- 07.07 The Finance Officer noted also that there had been some mis-claiming of R Thompson's hours also.
- 07.08 Cllr J Bradwell asked when the meeting with the previous Clerk would be. The Acting Chair noted it would be the 18th or 25th of this month as we have to give the evidence we have against her in writing. The Finance Officer noted this is the evidence the police will have looked at also and is limited on the detail/information presented.
- 07.09 The Finance Officer noted the police had advised that their advisers had stated that CPS would accept what has been sent by the Parish Council as prosecutable evidence.
- 07.10 Cllr R Holyhead asked whether the previous Clerk is still working for the other Parish Councils. Cllr D Sayner and the Finance Officer confirmed she was to their knowledge.

e) Misinterpretation of advice from YLCA and others'

- 07.11 Clerk R Foulds noted that the previous Clerk had presented information to the council that had been twisted so Cllrs were misinformed on what advice had been given.
- 07.12 Cllr D Sayner asked whether Bramley Parish Council has a responsibility to inform the other Parish Councils. Finance Officer T Sayner noted that the police had told them it was outside of our role to do so, but they would look through R Thompson's personal finance and if payments had been made to her from another Parish Council they would inform us.
- 07.13 Cllr D Sayner asked if the police could send a written email to state that point above.
- 07.14 Cllr J Simmons advised that she had spoken with the Chair of Hellaby Parish Council and R Thompson has told them directly a version of what has been happening, so they are already aware but taken her side.
- 07.15 Clerk R Foulds noted he received a phone call from a friend and they knew a lot of the information about the current situation, but they had stated their understanding that R Thompson was off with stress due to the Finance Officer.
- 07.16 Cllr A Cooke added his thoughts that we should have posted on the social media channels to make people aware. Acting Chair D Hardwick noted that in the HR conversation they had advised to keep it low key for the present. Cllr D Sayner noted that advice from the police and HR is to keep it quiet for now.

08.00 Financial situation

- 08.01 Finance Officer T Sayner commented that not all of the financial issues can be put down to the actions of the previous Clerk, and noted that we have generally overspent and dipped into reserve funds, with the addition of the COVID year, and with the current issues we are largely overspent in this year's forecast.
- 08.02 Clerk R Foulds commented advice he had previously received was that there should be a years precept equivalent in reserves. Cllr J Bradwell noted that the Charity Commission states there should be a minimum of three months running costs in reserves.
- 08.03 The Finance Officer explained some complications with the transferring of funds to the Village Trust account. Cllr D Tattersfield asked if these are issues that can be discussed with our internal auditor. Finance Officer T Sayner noted that the advice she had received was the transfer over to the Village Trust in smaller amounts rather than one lump sum.
- 08.04 Cllr J Moore proposed the grant be transfer to the Village Trust in four or five smaller amounts. Cllr C Makin seconded the proposal. Majority agreement, Cllr J Bradwell abstained.
- 08.05 Cllr D Jackson proposed the Finance Officer action the transfer of money from the PC's National Savings account to another account. Cllr D Tattersfield seconded the proposal. Majority agreement, Cllr J Bradwell abstained.
- 08.06 The Finance Officer noted the Internal Auditor had suggested ringfencing the CILS money to keep it separate from other spending as it needs to be tracked. Clerk R Foulds commented that the interpretation of the CILS money requirements were that we can use the money for the Parish Hall roof as it comes under Parish benefit. Cllr J Bradwell discussed may be some disagreement.
- 08.07 Cllr A Cooke stated he could send a copy of the full list of CILs money spending restrictions.
- 08.08 Finance Officer T Sayner noted she would like to arrange an overdraft for the Bramley Parish Council accounts, suggesting £10,000, as she is unsure at this stage what spending we are looking at.
- 08.09 Cllr D Sayner noted that we have to assume that any information provided to the council by the previous Clerk is likely incorrect.
- 08.10 Cllr J Moore suggested looking at a public work loan for the roofing, as this was a large unexpected cost.
- 08.11 Finance Officer T Sayner noted the builders are expected on the Bill Chafer Youth Centre roof and suggested postponing the work until we know for certain whether CILS can be used. Cllr J Bradwell asked when the CILS money is expected. The Finance Officer advised she had contacted the relevant person in RMBC, so is expecting a reply once they return from holiday. She agreed to email this to all Cllrs once received.
- 08.12 Cllr J Moore asked whether email correspondence on specific matters could be brought and read out at meetings. Clerk R Foulds reminded that his own practice would be to circulate emails that Cllrs needed to be aware of, and/or bring to meetings, so this is not happening and the lack of information is due to bad practice of the previous Clerk.

08.13 Acting Chair D Hardwick proposed standing orders be waived to allow the meeting to be extended by 30 minutes. Cllr D Sayner seconded the proposal. General consensus approval

Cllr J Simmons left the meeting.

08.14 Cllr C Makin noted there didn't appear to be much work recently being done on the Parish Hall roof. Clerk R Foulds updated on the building works. He informed that there was a 2 weeks break over Christmas, and there had been some issues with leakage. He has spoken with the contractor and they are coming on Monday to look at making it watertight. He confirmed there is still structural work to be done on the A-frame, but the Fletcher room is in use. He noted however that the work and cost is mounting up.

08.15 Referring to point 8.11 above, regarding the youth club roof, Finance Officer T Sayner informed the recent quote was £62,000. Cllr D Sayner suggested getting a further 2 quotes.

08.16 Cllr A Cooke proposed that building works on the youth club roof be postponed until a full investigation can take place on what work is needed. Cllr J Bradwell seconded. Unanimous agreement.

08.17 Finance Officer T Sayner advised regrading the youth club that a vote was needed on youth club provision. A quote was offered at £8,832.00 for the running of it every week as it has been this year, and has been suggested being paid by the Parish Council. She noted that previously we haven't paid directly but have supported their bid to RMBC for funding for those to run, and we have offered use of the building free of charge.

08.18 Regarding holiday clubs, the Finance Officer noted that the Holiday Clubs are normally funded directly by the Parish Council, part with Active Regen totally £2,940, and part with Shaz but we haven't received a quote yet from her.

08.19 Cllr D Sayner suggested that we don't run the holiday clubs if the answer is needed now, however if he's happy to allow us to defer the decision until more information can be gathered then we could relook next month.

08.20 Cllr D Sayner suggested we support the bid to RMBC to cover the funding of the weekly youth club and offer the hall usage for free. General consensus was agreed.

08.21 Finance Officer T Sayner advised that we need to start looking at bedding plants and hanging baskets before the end of this month. Cllr D Sayner suggested Acting Chair D Hardwick, and someone from the gardens and streets committee go directly to Hobsons to discuss; Clerk R Foulds suggested looking at a budget prior to that for them to approach with.

08.22 The Finance Officer advised that the budget is around £12,000 as that was roughly the spending in previous years. Acting Chair D Hardwick suggested a budget of £6,000, cutting back on hanging baskets and bedding plants.

Cllr I Handley left the meeting.

08.23 Cllr D Sayner suggested voting on a budget, then Acting Chair D Hardwick with another Cllr from the Gardens and Streets committee take that directly to Hobsons to see what can be purchased with that. General agreement.

08.24 The Finance Officer noted that £246 was paid by a gentleman, surname Watson for hall hire, but there has been no record kept of the payment being received by us. Cllr D Sayner proposed we don't bill him and apologise for the recent issues, Cllr J Bradwell seconded, unanimous agreement.

08.25 **CIL money projects, and CILS Monies Advice**

Cllr D Sayner suggested postponing until the next meeting when we have a greater understanding of the financial position, but ideas be thought about prior.

09.00 **Cemetery Overview Advice**

09.01 Cllr C Makin asked if she could have the blessing of the Parish Council to find someone to repaint the Bramley Cemetery boulder. Cllrs expressed agreement.

10.00 **Staffing – general office assistance and general foot soldier at Youth Club**

10.01 Clerk R Foulds suggested we postpone the filling of the Assistant Clerk position due to the present financial position; he did however note that the office needs someone to help with some general jobs.

10.02 Acting Chair D Hardwick commented that he would like an Assistant Clerk in the office to do the job well. Cllr D Sayner noted that at the minute we need to be careful with finance, even though an Assistant Clerk is the ideal.

10.03 Cllr D Sayner noted the Assistant Clerk would be looking at a £15 per/hr wage.

10.04 Cllr D Jackson asked whether we could contact the school and get someone from there. Clerk R Foulds expressed some disagreement with the idea due to the quality of work we would likely receive.

10.05 Cllr A Cooke commented that an Assistant Clerk had expressed interest in the position, however that had been put off by R Thompson. Cllr D Sayner suggested this be deferred.

10.06 Acting Chair D Hardwick submitted an email update from PC Ashley Watson regarding M Brown stating that 'he is not an official suspect, neither is any other council member, and should any evidence arise then this will be addressed accordingly.' Cllr J Bradwell suggested emailing the police back to ask whether M Brown has officially given a statement.

10.07 Cllr A Cooke suggested inviting Cllr M Brown back as Chairman. Clerk R Foulds commented that there was a personality issue to be considered, whereby Cllr M Brown had previously stated how he was not prepared to work with himself or the Finance Officer.

Clerk R Foulds reminded the PC that he is only here for the benefit of the parish residents, and that bringing Cllr M Brown back as Chair at this point in time would unnecessarily add to the stress of staff in the office.

The Finance Officer took the opportunity to express her considerable dissatisfaction with the PC's lack of acknowledgement, when she specifically requested that on previous occasions that they confirm the information imparted by the then Clerk, which they accepted as true, and yet chose not to scrutinise and verify its veracity.

- 10.08 Cllr C Makin offered that due to his wife having the operation that will likely add to his avoidance of some of the Parish Council matters.
- 10.09 Cllr D Sayner commented that although M Brown has done nothing wrong with regards to the finances, he did however give the previous Clerk too much latitude with regards to the running of the village and making decisions. He added that he didn't want to invite him back as Chair at this point, unless he comes back of his own accord as he is rightfully entitled to do so, but there are other issues, not financial, still to be addressed.
- 10.10 Cllr C Makin suggested ending the meeting at this point to allow time to mull over.
- 10.11 Cllr J Moore suggested organising a meeting with the Finance Officer, Acting Clerk, and Cllr M Brown, alongside a Cllr or two, as a mediator to talk over properly.

Cllr A Cooke left the meeting.

Cllr C Makin left the meeting.

- 10.12 Clerk R Foulds commented that there have been too many issues from his point of view regarding the behaviour of Cllr M Brown.
- 10.13 Cllr D Sayner reminded the PC that Cllr Brown is continuing to blame others and not accepting any responsibility himself and added he didn't feel it wise to invite him back at this point as it would cause massive friction.

Meeting concluded at 9:55pm

Signed by the Vice Chair as a true and accurate record.

..... Date: