

BARWICK in ELMET & SCHOLES PARISH COUNCIL

MINUTES of a meeting of the General Purposes and Finance Committee held at 7pm at the John Rylie Centre, Barwick in Elmet on Tuesday 9th July 2018

PRESENT:

Councillor	Craig Barker (Chair)		
Councillors	Claire Hassell	Matthew Clover	Stella Walsh
	Glyn Davies	Paul Remmer	

In attendance: The Clerk

1 **APOLOGIES:** None

2 **DECLARATIONS OF PECUNIARY INTEREST** – None

3 **MINUTES OF PREVIOUS MEETING**

It was **resolved** that the Minutes of the General Purposes and Finance Committee Meeting held on 29th May 2018 having been circulated, be approved.

4. **ASSETS**

4.1 **Review of Existing Assets/ Additions of Content/ Additions for Risk Assessment.**

Cllr. Davies had circulated a list of PC assets ahead of the meeting. The kissing gates at each of the allotments were incorrectly listed as were the Scout Hut and one of the two Scholes defibrillators (i.e. the one listed at the Village Hall). The notice board on the Post Office wall had been taken down (it's replacement being the property of the proprietor). Several assets needed to be added to the list including the Scholes Lodge Farm assets (benches, owl box, boardwalk and display boards), the land alongside Scholes Lodge Lane, the Furrow Plough down The Boyle, the Tommy silhouette statues, the new gates/fencing at the allotments, Scholes goal posts, the stone planters in each village, the historical display boards on Barwick in Elmet Main Street, the owl in the orchard and the Barwick Village Hall notice board. Assets on loan to the PC included the notice boards outside Scholes (Elmet) Primary school. The Tennis Club land did not need to be listed separately (being a part of Jack Heaps Field). The benches were correctly listed but it was noted that the locations of some of them had changed. The lamp post itemised on the insurance policy discussed last time has now been identified as a hanging basket support near the junction of Main Street, Leeds road and Long Lane. There was a suggestion of taking photographs of assets to go with risk assessments. The gates to Scholes Lodge Farm were listed twice. Half the entrance to sports car Park Off Belle Vue Avenue belongs to the PC.

Cllr. Remmer agreed to update the asset list and to circulate to all.

Cllr. Davies suggested the use of cloud storage for documents such as the asset list to guard against loss of data and which all could access.

5. **PROGRAMME OF WORKS**

This would be an agenda item going forward to consider;

- Review of work done
- Action for work outstanding
- Review of existing content
- Additions of content

6. **ADDITIONAL WORK REQUESTS, COSTINGS AND ACTION**

6.1 **Signage on Belle Vue Avenue for resident's parking.**

This issue had been resolved – no further action needed.

6.2 **Varnish Barwick memorial bench.**

A local contactor would be asked to varnish both World War One memorial benches. Charford Homes would repair the bench by Manor House.

6.3 **Repairs to Hall Tower steps.**

Several contractors had been approached but only one had been forthcoming with a quote.

6.4 Wall adjoining Scholes Lodge Lane – needs rendering/wall bowing

A member of the Scholes Lodge Farm committee would be moving the bushes planted near this wall after which it would be easier to assess the extent of the work which needs to be done to restore the wall. This item was therefore carried forward to the next meeting. Meanwhile a quote would be sought for the damage done to the wall adjoining Jack Heaps Field following the theft of more coping stones.

It was noted that some works needs only a bi-annual or five-yearly check, a programme of works for these assets would be an agenda item next time.

7. BUDGET REVIEW

Cllr. Davies had circulated a suggested budget ahead of the meeting. This would be considered next time, but the Responsible Financial Officer (RFO) would update the monthly budget report presented to the full PC using the figures suggested by Cllr. Davies ready for the September meeting.

8. OTHER AGENDA ITEMS

8.1 Terms of reference.

These had been circulated ahead of the meeting. They would be presented to the PC for the next meeting for formal adoption but meanwhile would go on the website once the page for compliance documents had been created.

8.2 GDPR letters update.

These had been done – the Clerk had received responses from Allotment holders, those who receive postal copies of the Newsletter and from Ward Councillors.

8.3 Social Media Policy Update: consequences of violating SMP online/elsewhere.

Cllr. Walsh had updated these and reassured the Committee that they contained a statement outlining the consequences of non-compliance.

8.4 Insurance Policy update: Public Liability, Defibrillator cover and lamp post removal from schedule

The lamp post would not be removed from the itemised list of assets held by the insurance company.

8.5 Standing Orders changes and update – to consider revising the amount the Responsible Financial Officer can spend without reference to the Parish Council.

Cllr. Walsh had circulated these ahead of the meeting using blue font to highlight changes. There was discussion about the feedback provided including the rule about voting by means other than a show of hands. It was agreed that the RFO could spend up to £500 on any item which could not wait for PC approval and could spend up to £1,000 in this situation with written agreement from both the Chair of the PC and the Chair of the General Purposes and Finance Committee.

8.6 Consideration of Standing Orders updates to be moved to the main Parish Council meeting preceding the annual PC meeting.

It was agreed that unless new legislation triggered substantial changes to the Standing Orders, then they would be reviewed annually by the full PC.

8.7 Financial Regulations and Financial Risk Assessment document review.

Cllr. Remmer agreed to look at these, any suggested changes would be an agenda item next time.

8.8 Complaints Procedure.

It was agreed that these needed clarification, this would be an agenda item for the next meeting and in the meantime Cllr. Walsh would review them.

9. ANNUAL AGENDA ITEMS (AUTUMN PRE-OCTOBER)

This would be an agenda item going forward to consider;

- Budget for the next Financial Year.
- Assets to be inspected for Public Liability/Risk assessment.

10. OPEN FORUM ISSUES/SUGGESTIONS

- Scholes Lodge Lane would be an agenda item next time.

- Disappointment was expressed that insurance cover fell short of expectation following the theft of coping stones from Jack Heaps Field boundary wall and it was agreed that quotes should be sought prior to the renewal date – higher premiums would be considered if the cover provided was a better fit of PC requirements.

11 DATE OF NEXT MEETING

Tuesday 11th September 2018 7pm, venue to be arranged (probably Manor House)

The meeting closed at 9.35pm

DRAFT