

BARWICK in ELMET & SCHOLES PARISH COUNCIL

MINUTES of a meeting of the General Purposes and Finance Committee held at 7pm at Manor House on Tuesday 11th September 2018

PRESENT: Councillor Craig Barker (Chair)
Councillors Claire Hassell Matthew Clover
Glyn Davies

In attendance: The Clerk

1 **APOLOGIES:** Cllrs. Remmer and Walsh

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 9th July 2018 having been circulated, be approved subject to the comment below, proposed Cllr. Clover, seconded Cllr. Hassell, all in favour.

4 **ASSETS**

- **Review of Existing Assets**

A revised asset list had been circulated incorporating the changes suggested at the previous meeting. Cllr. Clover agreed to take photographs of all assets. Cllr Davies would work through our existing asset list to identify those assets that require an annual inspection for maintenance as part of our commitment to an accurate program of works. This list would then be used to inspect those assets in April/May annually. Additional non-assets will also be added as our maintenance program evolves to include areas of the parish that may need attention for public safety etc.

- **Additions of Content/ Additions for Risk Assessment**

No assets have been added since the last meeting.

5. **PROGRAMME OF WORKS**

- **Review of work done**

Cllr. Davies had circulated a document listing maintenance tasks for all assets showing dates by which these needed to be completed. He suggested that each asset that needs maintenance should be allocated a project manager who can identify the activities and feed them into the plan. Invoices for works completed would go to the Responsible Financial Officer who would maintain the plan accordingly. Risk Assessments would be included with the plan. A list of people/contractors that would normally undertake particular works would be drawn up.

- **Review of work which needs only a bi-annual or five-yearly check**

It was decided that the programme of works document be used for all assets rather than separately listing those needing less frequent checks. The next meeting would consider inspection of trees.

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

- **Update on items considered last time.**

- Varnish memorial benches – both benches commemorating of the hundredth anniversary of the start of World War One had been varnished.
- Repairs to Hall Tower steps.
- This is ongoing. A related matter was highlighted. There is a patch of land close to the boundary with sheltered housing bungalows on The Boyle. At this point there is a drop of several feet from the boundary to the back gardens of these properties with a protective fence set about a metre away from the wall. This is not cut by the contractor who cuts the grass on the flat part of the field and as such needs separate maintenance. For ease of reference it was agreed to refer to this as Boyle's Edge in future agendas and minutes. It was suggested that this area be suitably planted to eliminate to need for regular maintenance, this would be an agenda item for the next meeting.

- Wall adjoining Scholes Lodge Lane – needs rendering/wall bowing
The Clerk would get a quote from a local contractor.
- Jack Heaps Field wall.
The Clerk would get a quote from a local contractor (replacing existing coping stones where necessary)
- **New items to be considered.**
 - Broken sign in Jack Heaps Field.
The sign in Jack Heaps field advising people that dogs were not allowed had been broken. It was decided to refer this to the full Parish Council as the decision whether to allow dog walkers to exercise their pets on this land was a matter of policy – therefore any decision to repair the sign would be based on the outcome of their discussions.
 - Scholes Playground
Cllrs. Hassell and Maude would be attending a meeting with officers of Leeds City Council. The main purpose of this meeting would be to discuss the agreement regarding the lease of the land, but opportunity would be taken to press for the roundabout to be repaired or replaced. This would be an agenda item at the next meeting.

7. BUDGET REVIEW

Cllr. Davies had reviewed the Budget Monitor, he had corrected the dates shown on the Bank Reconciliation statement, put the Budget Monitor data onto a single page (i.e. he removed the admin and projects differentiation) and inserted the 18-19 budget. This had been circulated to all. Feedback was given including suggestions that salary costs had recently increased and that the insurance premium was also likely to increase and that these should be reflected in the budget.

8. OTHER AGENDA ITEMS

- i. **Financial Regulations and Financial Risk Assessment document review.**
Cllr. Remmer had circulated revised Financial Regulations and Financial Risk Assessment documents for comment. Cllr. Clover would compare these with the model Financial Regulations and Financial Risk Assessment documents on the Yorkshire Local Councils Associations website in order to present these to the next full Parish Council meeting.
- ii. **To consider payments via direct debit.**
The Responsible Financial Officer would research electronic payment methods which mirror the need for two signatures on cheques and report back to the next Committee meeting.
- iii. **Review of Complaints Procedure**
This would be an agenda item next time.

9. ANNUAL AGENDA ITEMS (AUTUMN PRE-OCTOBER)

- i. **Budget for the next Financial Year**
A proposed budget would be presented to the November meeting of the Parish Council.
- ii. **Assets to be inspected for Public Liability/Risk assessment**
Dealt with under item 5 above.

10. OPEN FORUM ISSUES/SUGGESTIONS

It was noted that Leeds City Council were dealing with necessary tree work in Jubilee Gardens, Barwick.

11 DATES OF FUTURE MEETINGS

Monday 24th January 2019 7pm at John Rylie Centre (venue availability to be confirmed)

The meeting closed at 9:15pm