

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 on Thursday 31st January 2019

PRESENT:

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

In attendance: One resident and the Clerk

1 **APOLOGIES:** Cllr. Baker

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 11th September 2018 having been circulated, be approved, proposed Cllr. Hassell, seconded Cllr. Barker, all in favour.

4 **ASSETS**

The latest asset list had been circulated. Additions to the rota included a new lectern display board, the peace memorial, four dog-fouling signs on Scholes Lodge Farm and a “No public right of way” sign. The list included items considered to belong to Barwick in Bloom and Scholes in Bloom, Cllr. Hassell agreed to seek clarification from the former and Cllr. Walsh from the latter group. Cllr. Barker noted the suggestions and would circulate a revised asset register.

5 **RISK ASSESSMENT LIST**

Cllr. Remmer would send Cllr. Barker a list of Risk Assessment documents. A Risk Assessment for the Peace Monument had been done by Cllr. Davies.

6. **PROGRAMME OF WORKS**

- Cllr. Barker had circulated a programme of works document. The costings shown would be verified. It was noted that no work was due at this time of year. Cllr. Walsh would enquire about peace monument maintenance and risk assessments.
- A tree inspection programme was considered, and it was agreed that annual checks be carried out on trees on Parish Council land including Sports Fields, Jack Heaps field, Scholes Lodge Farm, the Coronation Tree and the tree near the war memorial. Local expertise would be used.
- The Clerk would write to the lady who had expressed concerns regarding the boundary between with Hall Tower field and the sheltered housing on The Boyle
- It was noted that the bench near Taylor Lane had been repaired

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

• **Scholes playground roundabout**

It was resolved that a quote for repair of the roundabout of £1,300 be accepted and that this be referred to the Parish Council for approval, proposed Cllr. Barker, seconded Cllr. Walsh. This was on the understanding that an assurance first be obtained regarding public liability and that a written guarantee be obtained – Cllr. Barker would contact the contractor about this.

• **Christmas Lights**

It was noted that the cost of the Christmas Lights had increased considerably over the last five years or so. Cllrs. Davies and Hassell had looked back at quotes and invoices. The strings provided by Leeds City Council didn't appear to match those on the quotation and the lights on Jack Heaps Field had failed within days of being put up (this had been addressed promptly though not with the correct colour strings). Some lights were on all day while others went off early. Consideration would be

given to alternatives. Cllr. Hassell would organise a meeting with Leeds City Council and Cllr. Barker would attend.

- **Jack Heaps Field wall**

Further damage to the wall had been done. A local contractor had been notified. On this occasion, those attempting to steal coping stones abandoned their attempt after seeing a resident with a mobile telephone.

- **Scholes Lodge Lane Wall**

This wall does not present a safety risk and not being urgent, was carried forward to the following meeting.

8. BUDGET REVIEW

Cllr. Davies had reviewed income and expenditure and noted that there was an excess of expenditure over income of £8,000 to date (excluding ring-fenced income such as grants and Community Infrastructure Levy). Although there were some exceptional items such as legal fees, repairs to Jack Heaps field wall and World War One centenary commemoration), it was felt that consideration be given to a small increase in precept to be discussed around September time. It was agreed that all quotes with a value of £1,000 or more should be itemised.

9. OTHER AGENDA ITEMS

- i. **To consider the Financial arrangements with the fair which uses Jack Heaps Field annually**

It was agreed to keep the rent levied to the fair which uses Jack Heaps Field annually at the existing level.

- ii. **To consider insurance renewal quotes**

Renewal quotes would be obtained recognising that the best price doesn't necessarily mean the best cover. This would be considered prior to the next renewal around September.

- iii. **Newsletter – quotation from an alternative printer**

The Clerk would contact Cllr. Beaumont for a quotation from an alternative printer.

- iv. **To consider making payments electronically**

Barclays Bank cannot digitally mirror the current process where the Responsible Financial Officer (RFO) prepares the cheques and two signatories sign them. The resident present advised that Lloyds Bank can do so, the RFO would make enquiries.

- v. **Review of Complaints Procedure**

Cllr. Clover would get the latest Complaints Procedure template as part of a regular review. This would be considered at a future Parish Council meeting.

10. OPEN FORUM ISSUES/SUGGESTIONS

The name of the Committee would be the Finance and General Purposes Committee in future in line with established practice in other Parishes.

Cllr. Barker has met with representatives of the Brain Rehabilitation Unit (Osman House) to discuss relocation of the defibrillator following the closure of the convenience store. Those receiving treatment are required to make an unaccompanied trip to a local shop and the convenience store helped achieve this. Major supermarket chains had been approached to see if they would be willing to take on this shop. The next newsletter would see if local residents would be willing to be volunteers, for example if the idea of a Community Shop was put forward.

11 DATES OF FUTURE MEETINGS

Thursday 21st March 2018 7pm at John Rylie Centre.

The meeting closed at 9:25pm