

# BARWICK in ELMET & SCHOLES PARISH COUNCIL

## MINUTES of a meeting of the Finance and General Purposes Committee held at 7pm at the John Rylie Centre on Thursday 23<sup>rd</sup> May 2019

**PRESENT:** Councillor Matthew Clover (Chair)  
Councillors Claire Hassell Graham Slater  
Glyn Davies Stella Walsh

**In attendance:** The Clerk

- 1 **To appoint a new Chair and to record a vote of thanks to former members.** It was resolved that Cllr. Clover be appointed as the new Chair of the committee, proposed Cllr. Hassell, seconded Cllr. Walsh, all in favour. It was agreed to write a formal letter to former Committee members Craig Barker and Matt Baker thanking them for their time on the Parish Council. Cllr. Slater was welcomed onto the Committee. The Clerk will forward him programme of works spreadsheets, asset registers etc.
- 2 **APOLOGIES:** Cllr. Dales.
- 3 **DECLARATIONS OF PECUNIARY INTEREST** – Cllr. Hassell due to her association with the Royal British Legion.
- 4 **MINUTES OF THE LAST MEETING.**  
It was resolved that the minutes of the Committee meeting of 21<sup>st</sup> March be approved and that the Chair sign the minutes.
- 5 **ADDITIONAL WORK REQUESTS, COSTINGS AND ACTION**
  - **Costings for leaflet distribution across the Parish**  
It was suggested that Scholes Scouts could be approached to help with occasional leaflet distribution, Cllr. Walsh would approach the District Scout leader. The Clerk would continue to seek quotes using Internet search engines to find distributors.
  - **Scholes Lodge Lane wall work**  
The render on this wall is coming off and large holes are appearing. The Clerk had spoken to a local contractor the previous day and was awaiting a quote. Other local contractors were suggested and Cllr. Slater suggested using the Internet site MyBuilder.com. It was suggested that the deeds are checked to see who is responsible for maintenance of the wall.
- 6 **FINANCE**
  - **To note the issues raised by the Internal Auditor's Report**  
The Internal Auditor had identified three issues.
    - i. The minutes record no increase in precept but don't specific the amount.
    - ii. The Clerk frequently uses his personal bank account when making agreed purchases for the Parish Council and then claims back as expenses, the total value of such transactions in 2018/19 being over £3,500. She commented that no progress has been made towards electronic payment methods.
    - iii. She noted that the value of anticipated payments shown on the cash book did not match that recorded in the minutes.The Clerk will contact the bank to discuss options for digital payment. It was noted that enquiries made to Lloyds Bank had not been successful. Having considered the Auditor's Report, the Committee felt that it could recommend that the Parish Council formally approves the Annual Governance Statement (AGAR 18/19 Part 3) and Accounting Statements 18/19. It was agreed that in future the timetable would be that the Internal Auditor comes in April, the

Committee meets in May to consider her report and the above forms be presented to the Parish Council at its June meeting for formal approval.

- **Bank Mandate**

It was noted that Cllr. Remmer no longer wished to be a signatory on the account, the bank had been notified and the mandate change request was going thorough, the changes should be in place within a week.

## 7 OTHER AGENDA ITEMS

- **Insurance renewal quotes**

Quotes had been obtained directly from two insurance companies and an insurance broker had supplied a further three quotes. The current insurance is due for renewal on 1<sup>st</sup> June. There was a considerable amount of paperwork associated with each quotation. It was **resolved** that insurance renewal would be done through the broker and that renewal for twelve months would be based on his recommendation, proposed Cllr. Slater, all in favour. The Clerk would ring the broker regarding his recommendation and seek advice regarding specific issues raised by the Committee. The Clerk would circulate a copy of the existing schedule to all Committee members.

- **Supporting the Royal British Legion (RBL) 75<sup>th</sup> anniversary of the D-Day landings event**

The RBL had supplied bank statements. They have ten to twelve active members. There would be no charge to anyone attending this event. A breakdown of costs was provided with an estimated total cost of £1,243. They have recently used grant funding to obtain a new standard. After much discussion, it was **resolved** that the Parish Council would donate the first £500 and that the RBL would have to pay additional costs up to £1,000 and that the Parish Council would make an additional donation for costs over £1,000, proposed Cllr. Slater, seconded Cllr. Walsh, three Councillors were in favour. It was suggested that future requests from any organisation be made a minimum of six-months in advance.

- **To consider having a Parish Council grants policy**

Committee members were asked to submit suggestions for a grants policy for consideration at the next meeting.

- **Scholes Sports Club water charges**

The charges for 2018/19 were much higher than in previous years (even with a refund of over £100 from Yorkshire Water Authority due to over-estimated readings). At the previous Scholes Playing Fields Committee, Bowling Club and Cricket admitted to watering their green/pitch during the exceptionally dry summer. The normal process of dividing the total cost equally between the five users would not be fair. Information about individual usage was needed, The Clerk had spoken to Yorkshire Water Authority who had quoted £159.60 for a surveyor to visit the site. Cllr. Slater agreed to look into the price of individual meters. Meanwhile the Clerk would notify representatives of each club that water usage was being monitored.

## 8 OPEN FORUM ISSUES/SUGGESTIONS

Cllr. Clover suggested that documents could be shared by Committee members using digital file sharing applications such as Google Drive. This would also allow members to edit content. This would be an agenda item next time.

## 9 DATE OF NEXT MEETING

20<sup>th</sup> June 2019, 7pm at the John Rylie Centre

The meeting closed at 9:40pm