**BARWICK in ELMET & SCHOLES PARISH COUNCIL**

**MINUTES of a meeting of the Finance and General Purposes Committee held on 19th September 2019 at 7pm at The Pavilion, Scholes**

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

**In attendance:** The Clerk/Responsible Financial Officer (RFO)

**1 APOLOGIES:** Cllrs. Dales and Walsh. Cllr. Clover advised the Committee that due to a change in his circumstances, he would not be able to continue as a Parish Councillor.

**2 DECLARATIONS OF PECUNIARY INTEREST.** None.

**3** **TO SIGN AND APPROVE THE MINUTES**

It was resolved that the minutes of the Committee meeting of 24th July 2019 be approved and that the Chair sign the minutes, proposed Cllr. Clover, seconded Cllr. Slater, all in favour.

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

* **Scholes Lodge Lane wall work and garden area** – update

Cllr. Hassell had obtained a quote which suggested that the cost would be in the region of £8,000 including VAT. Confirmation was received that the wall is within the conservation area. Cllr. Hassell would meet with the resident whose property boundary adjoins the wall and would report back to the Committee.

* **Barwick septic tank**– update

A test hole had been dug to which indicated how poorly the water drained away. Cllr. Remmer was prepared to bring a small digger to the Sports field for further test holes to be dug elsewhere. A copy of the Barwick Cricket Club lease had been looked at, but this didn’t include a map showing the area covered by the lease. Cllr. Hassell had approached the Cricket Club who were not willing to share their septic tank with football. It was decided to leave this matter with Cllr. Remmer as he has the necessary expertise. The football club are currently using a camping toilet as the fitted toilet is not operational. They will use the showers on a temporary basis.

**5. ASSETS**

Cllr. Slater had reviewed the asset register which was still showing Scholes playground equipment (including benches) and Christmas lights. He had also established from historic minutes that the Parish Council did not own any bus shelters in Scholes and that several waste bins which did not belong to the Parish Council (PC) were showing. The Sports Pavilion in Scholes needed to be added. It was **recommended** that the revised asset register be presented to the full PC for a formal resolution to make the suggested changes, proposed Cllr. Hassell, seconded Cllr. Slater, all in favour.

**6. SPORTS PAVILION IN SCHOLES**

* A meeting had been arranged with four representatives of the tennis club. It was **recommended** that a formal resolution be put to the full PC to establish a Pavilion working party, proposed Cllr. Slater, seconded Cllr. Hassell, all in favour.
* Regarding checks for Legionnaires, Cllr. Slater had used the monitoring sheets and checklists used by Bramham as a template and amended as necessary to suit Scholes Pavilion. He had flushed the system, bought a digital thermometer which he had used to check water temperatures, had put the shower heads into disinfectant for a minimum of fifteen minutes each and had carried out a calibration check. An annual Risk Assessment was still needed and the Clerk was meeting by a suitably qualified person at 8am the following day. The Clerk would write to the various sports clubs across the Parish to ensure they were aware of their responsibilities regarding Legionnaires prevention measures.
* It was noted that at the last PC meeting, it had been resolved to allow FC Scholes to use the Pavilion for £750 and to set a Pavilion maintenance budget of £1,000. This which would include water & electricity, insurance and cleaning (for which a contractor would be employed where necessary on an ad-hoc basis). Regarding fire regulations, there was no statutory requirement for a fire extinguisher but there was a legal requirement for a fire blanket and it was agreed that Cllr. Slater purchase one at an estimated cost of £20. Electrical testing had not been done since 17th October 2005; the Clerk would make arrangements for this to be carried out.
* It was **resolved** that the Pavilion be made available for hire with the Pavilion Working Party handling the bookings, proposed Cllr. Clover, seconded Cllr. Davies.

**7. RISK ASSESSMENT LIST**

Most assets in Scholes had been checked by Cllr. Slater with two exceptions. Firstly the walkway near the Leeds Road entrance to Scholes Lodge Farm (which would be checked by Cllr. Remmer) and secondly the defibrillator. Cllr. Slater would contact Cllrs. Beaumont or Remmer about access. A single risk assessment document covered the whole of the Barwick playground. it was suggested that each piece of equipment have its own. It was **resolved** that Cllrs. Dales or Remmer be approached to take on responsibility for monthly checks of the playground equipment, proposed Cllr. Clover, seconded Cllr. Slater, all in favour (Cllr. Clover had been carrying out such checks). Cllr. Davies would carry out risk assessments in Barwick in Elmet.

**8. PROGRAMME OF WORKS SCHEDULE**. Cllr. Clover would put this onto the Shared Drive.

**9. FINANCE**

Cllr. Hassell had approached Cllr. Austin about becoming the new in-house auditor, a reply was awaited as Cllr. Austin needed to check with her professional body. It was noted that following the resignation of Cllr. Clover, the bank mandate would need to be updated to remove him and former Councillor Baker. The next full PC meeting would consider adding two new names to the mandate with Cllr. Slater being suggested. Regarding electronic payments, the RFO reported that he now has a new user ID when logging into the bank account which may allow digital payments but hadn’t tested this yet. Cllr. Hassell had an expenses claim to make and this could be used to establish whether digital payments had been added to the account and whether there were any controls in place. It was **recommended** that Revised Model Financial Regulations be presented to the full PC for formal adoption.

**10. ANNUAL AGENDA ITEMS**

The budget for 2020/21 was considered. Cllr. Davies would compare figures for the year to October 2019 with the same period in 2018 and use this to set a 2020/21 budget with a view to it being presented to the Committee prior to being presented to the full PC at its December meeting. Section three of the Financial Regulations would be revised to reflect this timescale for the current and future years.

**11. OTHER AGENDA ITEMS**

* **Solicitors**. Consideration was given to the use of a local solicitor with a view to establishing a closer relationship than with a large city centre firm. Cllr. Slater had made enquiries with firms in the Leeds 15 postcode area. A list of documents held by the current solicitors was needed, the Clerk to pursue this. It was **recommended** that enquiries continue to be made regarding alternatives; all were in favour.
* **Grants Policy**. It was **recommended** that the latest version of the grants policy compiled by Cllr. Slater and taking into account feedback from other Councillors be presented to the next full PC meeting for formal adoption, proposed Cllr. Slater, seconded Cllr. Davies, most were in favour.
* **Independent review into Local Government Audit.** Cllr. Austin had been asked to look at this. It was noted that the deadline for responses was 5pm on 18th October 2019.
* **Installation of secondary water meters in Scholes** Cllr Slater had contacted those connected to the main water supply. Scouts were happy to fit a secondary meter themselves on condition that the meter be supplied by the PC. Bowling club already had a meter, clarification was needed to establish whether they were being invoiced twice for their supply. Further information was needed regarding Cricket but their usage could be worked out once the sub-totals for the other users was known. The meters would be £23 each, it would cost £115 + VAT to fit a meter in the Pavilion which would include £20 for pipework. The total cost would be £195 + VAT. It was **recommended** that a formal resolution be put to the next full PC meeting to approve the budget and allow this work to go ahead, proposed Cllr. Slater, seconded Cllr. Clover.
* **Review of sharing information using a shared drive.** It was noted that users needed to have a Gmail account in order to add, delete or create directories in the shared drive.

**12. Open Forum issues/Suggestions**

* It was agreed that a letter of condolence be sent following the death of the Senior Partner of the Garforth Medical Pratice Group covering Barwick Surgery, Doctor Richold. Cllr. Davies would write a letter and send to the Clerk to put onto letter headed paper. There was uncertainty about the address, the Clerk would send to the surgery if unable to establish the family address from electoral register information.
* It was agreed that requests for 2 new benches be put on the agenda for the next full PC meeting.

**13 DATES OF FUTURE MEETINGS**

Thursday 21st November 2019 7pm at Scholes Sports Pavilion.

The meeting closed at 10:35pm

Signed

Chair

12th December 2019