**BARWICK in ELMET & SCHOLES PARISH COUNCIL**

**MINUTES of a meeting of the Finance and General Purposes Committee held at 7pm at Barwick in Elmet Methodist Schoolroom on Wednesday 24th July 2019**

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| **PRESENT:** | Councillor | Matthew Clover (Chair)  |
|  | Councillors | Claire HassellGlyn Davies | Graham SlaterStella Walsh |

**In attendance:** The Clerk

1. **APOLOGIES:** Cllr. Dales.
2. **DECLARATIONS OF PECUNIARY INTEREST** – None.
3. **MINUTES OF THE LAST MEETING.**

It was **resolved** that the minutes of the Committee meeting of 20th June 2019 be approved and that the Chair sign the minutes, proposed by Cllr. Clover, all in favour.

1. **ADDITIONAL WORK REQUESTS, COSTINGS AND ACTION**
* **Scholes Lodge Lane wall work**

Cllr. Slater had twice listed this on the MyBuilder.com website without response and had got two replies when listed on RatedPeople.com, one of which resulted in a quote. The quote was lower than expected and it was agreed that the builder re-quote following a site visit. Cllr. Slater would contact the builder to arrange. Other names were suggested, Cllr. Walsh would contact a brick layer on Nook Road and Cllr. Hassell would contact a builder on Lyndhurst Crescent. Cllr. Hassell and the Clerk would seek confirmation of the extent of the Conservation Area. Quotes were needed for the work on the garden area, Cllr. Walsh would pursue this via a Scholes resident.

* **Barwick in Elmet Football Pavilion Septic Tank**

A quote had been obtained for £7,437 + VAT for installation of a new manhole cover and soak-away. Before spending this amount of money, it was felt that a better appreciation of the problem was needed. It was **resolved** that Cllrs. Davies and Slater visit the site to do some fault diagnosis and to report their findings to the Committee, proposed Cllr. Davies, seconded Cllr. Hassell, all in favour. The Clerk would look through the documents he held to see if there were any plans.

1. **ASSETS**
* **Asset List and Risk Assessments**

It was noted that Cllr. Slater had met with the Clerk to discuss the Asset List and to bring the list up to date. Assets would be listed according to ward and there would be a consolidated list. The Asset List would tie in with Risk Assessments. Cllr. Davies would update the Risk Assessment forms and consolidate so that each asset would appear on a single line of the overall document. It was noted that the Asset List correctly recorded values at time of purchase but that an additional column to reflect insurance value was desirable. Cllrs. Davies and Slater would work together to produce the Risk Assessment list and agreed to met on the afternoon of 26th July.

* **Scholes Sports Pavilion**

It was noted that Tennis Club had surrendered their lease leaving the Parish Council to manage the Sports Pavilion. It was hoped to set up a management committee to run the Pavilion.

1. **PROGRAMME OF WORKS SCHEDULE**
* Cllr. Clover would e-mail the schedule to all Committee members.
1. **FINANCE**
* **To confirm arrangements for In-House audit.**

It was noted that the In-House auditor had suggested that the Parish Council finds an alternative auditor. The Clerk would contact someone considered suitably qualified.

* **Change of Signatories on the Bank Mandate and Electronic Payment Methods**

It was noted that a letter had been received from the bank confirming that the signatures on the bank account had now been changed. The Clerk will continue to pursue digital payment methods such as a pre-loaded payment card.

1. **OTHER AGENDA ITEMS**
* **Sharing information using a share drive such as Google Drive**

Cllr. Slater had posted documents for the Committee meeting on a shared drive. Some Councillors and the Clerk had found this useful, but others had had issues. Documents would continue to be posted on the shared drive and this would be further reviewed at a future meeting.

* **Parish Council grants policy**

Cllr. Slater had produced a suggested grants policy and had received comments from Cllrs. Dales and Walsh. It was suggested that an additional line be inserted to the effect that the applicant had fully considered alternative forms of funding. Cllr. Slater would e-mail a revised policy taking into account comments received. The next Committee meeting would consider a resolution to agree the policy prior to submission to the full Parish Council for adoption.

* **Secondary Water Meters at Scholes Playing Fields**

Cllr. Slater had received a quote for secondary water meters of £23.65 + VAT each for a 15mm supply pipe. The Clerk would contact Cricket Club, Bowling Club and Scouts to explain to them the advantages of each paying according to actual usage. Cllr. Slater would visit the Bowling and Cricket Clubs to locate the rising mains. Recommendations would be made to the September meeting.

1. **DATE OF NEXT MEETING**

18th September 2019, 7pm at the Scholes Sports Pavilion.

The meeting closed at 8:52pm