

BARWICK in ELMET & SCHOLES PARISH COUNCIL

MINUTES of a meeting of the Finance and General Purposes Committee held on 9th February 2021 at 7pm using remote access

PRESENT:	Councillor	Glyn Davies (Chair)		
	Councillors	Claire Hassell	Howard Bedford	Stella Walsh
		Graham Slater	Jacqueline Ward	

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

The Chair played a recording of a statement outlining the procedures to be undertaken to hold a lawful and effective remote meeting.

1 APOLOGIES AND COMMITTEE MEMBERSHIP. There were no apologies. It was **resolved** to recommend to the Parish Council (PC) that Cllr. Brunt be appointed to the Committee.

2 DECLARATIONS OF PECUNIARY INTEREST. Cllr. Bedford made the Committee aware of his connection to a fencing contractor.

3 TO SIGN AND APPROVE THE MINUTES OF THE LAST MEETING

It was **resolved** that the minutes of the Committee meetings of 12th January 2021 and 19th January 2021 be approved and that the Chair sign the minutes when able to do so, all in favour.

4. ADDITIONAL WORK REQUESTS, COSTINGS AND ACTION

- **Scholes Lodge Lane wall.**

It was noted that three quotes had been obtained for replacement of the stolen copping stones and that one of the contractors had given instruction on 3rd December to carry out the work. Cllr. Walsh had met him on-site on 6th January and the contractor was going to revise his quotation to include additional works (making other copping stones secure and repointing parts of the wall). The Clerk had given him a deadline of 31st January to supply the revised quotation but had not heard further. It was **resolved** that this contractor be instructed to go ahead with the original work and to carry out the additional work up to a maximum of £550, all in favour.

- **Replacement of the fencing and gate alongside the Verity Strip.**

It was noted that six quotes had been received and that Cllrs. Bedford and Remmer had been appointed by the PC to select three of these to consider further and to approve their recommendations. It was agreed that they pursue this and make a recommendation for consideration at the March PC meeting.

- **Scholes Cricket Club Dog-Fouling concerns.**

It was noted that the PC had authorised the Clerk to incur expenditure up to his delegated amount as he sees fit to take matters forward regarding dog-fouling signs on Scholes Sports field, and if necessary, seek authority from the Committee. The Chair of the PC had advised Scholes Cricket Club of the PC decision and further outcome was awaited.

- **Tree Inspections**

It was **resolved** to accept a £500 quotation from a tree inspector to carry out the works as agreed at the meeting of 19th January, all in favour.

5. FINANCE

- **Community Infrastructure Levy return.**

It was noted that the first Community Infrastructure Levy money received by the PC would soon be past the five-year deadline for expenditure. It was **resolved** that a recommendation be put to the PC that the Community Infrastructure Levy return submitted to Leeds City Council (LCC) show the cost of the work for the bird's mouth fencing as part of the expenditure, all in favour.

- **Internal Auditor's report - review**

A copy of the Internal Auditor's report had been circulated in order to ensure her recommendations had all been considered. Electronic payment methods had been adopted, the Clerk had been issued with a credit card to avoid him using a personal debit card for expenditure on behalf of the PC, direct debits had been reviewed by the Committee (meeting of 15th September), the actual precept amount was being reported in the minutes, the level of reserves had been considered as part of the budget process and projects budgeted for and items below £250 in the asset register were listed separately as an inventory. The comments regarding additional management and financial controls for the Pavilion were noted – Cllr. Slater having regular communication with the Clerk regarding bookings and invoicing. The Internal Auditor was booked for 22nd April.

- **Reporting Peace Flame funds.**

It was agreed that funds for the Peace Flame needed to be clearly reported in order to reassure donors. It was noted that any money received belonged to the PC and therefore subject to the PC regarding how it would be spent. It was felt that a dedicated Peace Flame bank account was unnecessary and having a dedicated worksheet on the finance reports would be sufficient and that the budget of £600 may need to be reviewed. The Clerk would seek appropriate advice from the Internal Auditor.

6. ACTION TRACKER

Actions as shown on the Action Tracker were reviewed.

- Scholes Lodge Lane land. Cllrs. Slater and Walsh and the Clerk had met onsite with builders on 18th January (two), 22nd and 25th January and five quotes have so far been received (26th and 28th January). Two were from one contractor (his original quote prior to the onsite meeting and his subsequent revised quotation). The other three quotations were from one contractor who gave three alternative solutions to dealing with this land based on budget and ease of maintenance. As this was not on the agenda as a formal proposal, consideration of the quotations was deferred.
- There had been no response from any of the contractors approached regarding maintenance of boundary hedges across the parish. It was suggested that consideration be given to setting up a joint agreement with neighbouring parishes, there would opportunity to discuss this with them at the next Outer North-East meeting on 25th February.
- The planning application for the "Vision for the Future" project was being resubmitted as a change of use (the original application in late December was rejected). More detail on the plans and the design and access statement was needed. The person who did the original plans has agreed to do the amended plans and resubmission was expected to be in the next couple of weeks. The fee would be around £100 more than originally reported.
- Well-Being Fund. The Clerk was encouraged to expedite the application for funding the Christmas Lights.
- Website. Cllr. Slater showed the proposed new website to the Committee and navigated them round it. There was a query about displaying documents showing personal signatures.
- A copy of a 2003 letter from LCC had been circulated. This explained the frequency and level of playground inspections carried out by them. The whole of Jack Heaps field was a registered charity formed in 1966 (with the PC as sole trustees), land registry records showed the PC as the owner. The Chair of the PC was seeking clarification of the legal position.

7. DATE OF NEXT MEETING

9th March 2021.

The meeting closed at 8:45pm