

BARWICK in ELMET & SCHOLES PARISH COUNCIL

MINUTES of a meeting of the Finance and General Purposes Committee held on 13th February 2020 at 7pm at Scholes Sports Pavilion

PRESENT: Councillor Glyn Davies (Chair)
Councillors Claire Hassell Jacqueline Ward Joanne Austin
Graham Slater

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

1 **APOLOGIES.** Cllr. Walsh.

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

3 **TO SIGN AND APPROVE THE MINUTES**

It was **resolved** that the minutes of the Committee meeting of 12th December 2019 be approved and that the Chair sign the minutes, all in favour.

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

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

The site had been cleared making an assessment of the wall much easier. Payment had been withheld pending the digging out of hebe roots. Cllr. Hassell agreed to contact the contractor in this regard.

The Clerk had contacted four building surveyors, only one had replied suggesting that assessment of the wall required a land surveyor. A quote from a land surveyor had been obtained but the suggested solutions proposed indicated a lack of appreciation of the issues. It was decided to proceed with repointing the wall and to get a quote from a local contractor and compare it with a quote already received using the same specifications and to accept based on best price with preference for the local firm if the price was competitive. It was noted that a copping stone was missing. A formal decision would be made at the next PC meeting.

- **Barwick septic tank**– update

One quote had been obtained for a cesspool, two more were awaited following site visits and a fourth contractor had been approached. Mount Saint Mary's football club had been awarded a grant of £3,515 and had raised a further £1,000 themselves and were hoping to raise a further £1,000.

- **Secondary water meters at Scholes** – update

The potential contractor the Clerk had met onsite the previous November had still not been forthcoming with a quote. It was decided to proceed as previously agreed, i.e. Cllr. Slater to fit a meter in the Pavilion and to provide one for Scouts to fit their own. Bowling Club already had a meter in their toilet block which accounted for the majority of their usage but also had a water supply in their hut. A response from cricket was awaited. The Clerk had not invoiced the various sports clubs for the 2018 usage pending the fitting of secondary meters. It was agreed that he take an average of earlier years and invoice to the three remaining clubs and that a resolution be put to the Parish Council (PC) to write off unpaid amounts.

5. **ASSETS**

The planters on the Verity Strip would be added. Also Pavilion furniture and equipment would be added, both the newly purchased items and items which were already in place when the Pavilion was acquired. There was a query about how to record items bought using the pre-loaded card supplied as part of the £1,000 grant award from the National Lottery and how to report VAT so that refunded VAT was attributed to Pavilion expenditure. Two thirds of the value of the Christmas Lights had been written off and there would be an agenda item at the next PC meeting to write off the remainder.

6. **SPORTS PAVILION IN SCHOLES**

- A provisional draft of the Terms of Reference for the Sports Pavilion Management Committee had been written using those of a neighbouring parish as a template with additional input from Cllrs.

Maude and Walsh. Terms of Reference for the equivalent working party were also being considered. There had been expressions of interest from some Scholes residents who would receive a letter suggesting an inaugural meeting on Tuesday 25th February 2020 at 6:30pm. In addition to block bookings, the Pavilion was booked on 7th March for a sewing group.

7. DATA AUDIT REVIEW

The Clerk would circulate GDPR data policies.

8. REVIEW OF DOCUMENTS/POLICIES.

Cllr. Austin had agreed to take on the role previously done by former Councillor David Leeming and had looked closely at the Financial Regulations and Financial Risk Assessment in order to understand the requirements of the role. She would summarise her comments and questions for consideration at the next meeting.

The Expenses Policy had been reviewed and agreed at the last PC meeting. The Social Media Policy would be issued subject to review once the new website had been built.

The Terms of Reference of the Committee were considered. The committee has delegated powers to manage and maintain PC assets, however clarity was needed regarding which assets were under the control of the Committee. Clarity was also needed regarding which compliance documents the Committee was responsible for. These were agreed to be the Committee's Terms of Reference, Financial Regulations and Financial Risk Assessment, Asset Register, Expenses Policy, Social Media Policy and Risk Register. A schedule was needed for review of these documents and as such, they had been included in the programme of works. The Clerk would update the Terms of Reference accordingly and circulate.

9. PROGRAMME OF WORKS SCHEDULE.

The need for Scholes Lodge Farm, Allotment and Hall Tower Hill works to feed into the programme of works was noted. Cllr. Ward indicated a willingness to take on responsibility for the defibrillators if those currently having such responsibility were happy for her to take this on. The Clerk would contact them accordingly and ask for the access codes and whereabouts of spare pads.

10. AUDITOR'S REPORT

It was noted that the auditor's report suggested that it was inappropriate for the RFO to be using his personal debit card to make purchases for the PC. It was agreed that he apply for a credit card in his own name (with the PC as part of the address). This card would have a low limit and be used solely to make purchases on behalf of the PC and the RFO would seek reimbursement before the deadline set by the credit card company.

A mileage claim for the RFO had been processed by bank transfer. The RFO had set up the payment and Cllr. Slater had authorised it. It was noted that Barclays systems couldn't mirror the process used for cheques which required preparation by the RFO and authorisation by two signatories. It was agreed that the RFO contact Lloyds bank who were known to have the systems in place.

11. DATE OF FUTURE MEETINGS

9th April 2020 - John Rylie, 10th June 2020 – Pavilion, 10th September 2020 - John Rylie, 12th November 2020 – Pavilion, 14th January 2021 - John Rylie and 11th March 2021 - Pavilion

The meeting closed at 9:40pm