

MINUTES of a meeting of the Finance and General Purposes Committee held on 27th April 2021 at 7pm using remote access

PRESENT:	Councillor	Glyn Davies (Chair)		
	Councillors	Claire Hassell	Jacqueline Ward	Phil Maude
		Graham Slater	Mike Brunt	Stella Walsh
		Howard Bedford	Paul Remmer	

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. There were no apologies.

2 DECLARATIONS OF PECUNIARY INTEREST. There were no declarations of pecuniary interest.

3 TO SIGN AND APPROVE THE MINUTES OF THE LAST MEETING

It was **resolved** that the minutes of the Committee meeting of 9th March 2021 be approved and that the Chair sign the minutes when able to do so, all in favour.

4. ELECTION OF CHAIR

It was **resolved** that the Parish Council (PC) be advised that Cllr. Slater be the Chair of the Committee for 2021-22, all in favour. Cllr. Davies was thanked for his contribution as the Chair.

5. WORK REQUESTS

• **Insurance Renewal**

The Committee considered the adequacy of the Parish Council's insurance policy following receipt of a pre-renewal message from the insurance company. Cllr. Slater had provided feedback regarding insurance for the football changing rooms at Barwick and this had been added. The pre-renewal message only provided an overview of the bespoke items of the cover resulting in queries from Committee members about other aspects of the cover, in particular public liability. The Clerk emailed last year's renewal paperwork which included eight documents attached. Councillors were asked to check the policy and advise accordingly if they felt any changes needed to be made before renewal on 1st June. There was discussion about the asset register and whether this had been supplied to the insurance company. The insurance excess was £400 so cover for anything below £500 in value should not be covered.

There were queries about land ownerships and about what "other surfaces" covered (there being no cover for this on the pre-renewal message). Cllr. Hassell would see if she could locate a copy of the section 106 agreement for Scholes Loge Farm. Cllrs. Hassell and Ward had visited the children's playground and inspected the wet pour surface.

• **Tree Inspection Report**

A copy of the tree inspection report had been circulated. This showed three trees which needed to be felled. It was **resolved** to send a copy of the report to local tree surgeons and to get three quotes and to consider replacing them in due course. One of the trees, was an ash tree and was felt that this needed prompt attention to prevent the spread of ash dieback disease. It was noted that one of the trees recommended for felling was in a conservation area. It was confirmed that the two trees adjacent to Crosland Mews were on PC land. The recommendation in the report that the soil around the trees on Scholes Lodge Lane needed to be replaced was noted.

• **Applications for grants from Leeds City Council (LCC) Ward money**

Having attended (via Zoom) a LCC Outer North East Community Committee, and heard about grants which were being given out, Cllr. Slater suggested that the PC should identify projects in the

Parish and seek financial support from this Committee and other funding sources. It was noted that there was a possible perception in LCC that the PC reserves were underused resulting in a reluctance to commit LCC funds to parish projects. It was suggested that local sports and community organisations be made aware of Outer North East Community Committee funding. That afternoon, Cllrs. Hassell and Ward had met a representative of Streetscape regarding ideas for Jack Heaps Field, and Hall Tower Field and future agendas would consider this further when appropriate (they also commented on the need for regular documented inspections). Cllr. Slater made the Committee aware of an email communication he received every Friday detailing funding opportunities and agreed to circulate this to all.

Cllr. Maude suggested setting up a project team which will look at projects that can be supported by grant funding supported by PC reserves.

- **Bloom group donations**

In recent years, £1,500 had been given to each of the In Bloom groups, irrespective of whether they asked for it. It was agreed that future support should be subject to the same rules as other organisations seeking PC funding. It was confirmed that £200 agreed for Barwick In Bloom to maintain the planters on the Verity Strip should be honoured and this would be paid when the work was carried out. It was agreed that the Clerk write to a representative of each group to make them aware of the process. It was agreed that a copy of the grants process be published in the newsletter with wording agreed by Cllr. Maude.

- **Scholes Lodge Lane land.**

The committee considered the quotations received for the work on the land on Scholes Lodge Lane. There was a query about whether the paved area should be granite or concrete. There was also concern that although all contractors had been issued with the same specifications, the quotations did not necessarily reflect the specification issued and were therefore not like for like. One contractor had submitted a quotation of £10,600 + VAT and a revised quotation of £5,450 with less features. It was **resolved** that the quotation of £5,450 be accepted with the contractor being asked to include elements of his higher quotation (such as the depth of the soil and gravel) up to a maximum value of £6,500, all in favour.

6. PAVILION

The annual review of the pavilion, hire charges, was considered it was **resolved** that the Pavilion hire charges remain the same in 2021/22. All in favour.

7. FINANCE

It was **resolved** to adopt the audit plan, which had been produced by Cllr. Slater, all in favour.

8. ACTION TRACKER

Actions as shown on the Action Tracker were reviewed. Several of those outstanding had been discussed as part of the meeting (above). It was agreed that the RFO approach the internal auditor for advice regarding the necessity of an Internal Controls Officer.

9. DATE OF NEXT MEETING

The decision of the PC not to hold meetings until July (unless the case being considered by the High Court ruled that remote meetings after 6th May 2021 were lawful) was noted.

It was noted that Cllr. Ward was waiting to hear from her employer but was likely to have work commitments on a Tuesday or a Wednesday in future. so these days would be avoided for future meetings.

The meeting closed at 9:05pm