

MINUTES of a meeting of the Finance and General Purposes Committee held on 13th July 2021 at 7pm in Scholes Pavilion

PRESENT: Councillor Graham Slater (Chair)
Councillors Claire Hassell Mike Brunt Stella Walsh

In attendance: The Clerk/Responsible Financial Officer (RFO). Jacqueline Ward was also in attendance via an Internet connection to report on matters she had been dealing with.

1 APOLOGIES. Cllr. Ward (not able to be physically present) and Cllr. Remmer.

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 22nd June 2021 be approved subject to item 10 being a review of the ground rents (not leases) and that the Chair sign the minutes, all in favour.

4 REPORT OF PROGRESS ON MATTERS DISCUSSED AT THE PREVIOUS MEETING

• **Tree Inspection Reports.**

Since the last meeting, the two contractors recommended had been asked to provide quotations for the tree work – replies were awaited. Cllr Walsh knew someone who was involved in the gardening industry and would ask them for suggestions of other contractors who could be approached.

• **Scholes Lodge Lane.**

The contractor who was to do the work on the strip of land on Scholes Lodge Lane had been out and taken some measurements, and a meeting had been arranged between himself and Cllrs. Remmer and Walsh. The contractor who had been approached about doing the repairs to the wall had still not provided a revised quotation. It was decided that the two jobs be combined into one and that the contractor during the strip of land would be asked to requote for the wall. It was **resolved** to set a budget of £7,000 (i.e. the £6,500 already agreed for the work on the land plus £500 for the wall repair), all in favour. Cllrs. Remmer and Walsh would progress this when they meet with the contractor.

• **Barwick sports field.**

Cllr. Hassell had spoken to Cllr. Remmer about the area around the cess pool. Cricket had requested more topsoil to make mowing the grass easier, but the football club saw maintenance of this area as their responsibility. It had been established that concrete blocks left behind by the contractor who installed the cess pool had been left intentionally to prevent vehicles driving over the soil around the cesspool until it had had a chance to settle. It was decided that this matter could now be considered closed.

• **Frequency of visits by the Internal Auditor.**

Cllr. Slater had attended a Councillor's discussion forum run by the Yorkshire Local Council's Associations and had asked whether other parishes had an interim audit. Very few do including parishes larger than Barwick and Scholes (e.g. Kippax). Otley, being a town council, has quarterly audits. It was **resolved** to recommend to the full Parish Council that they agree to having one visit a year by the Internal Auditor.

• **Barwick Playground.**

Cllr. Ward reported that earlier that day, she had sent out a Facebook message for volunteers to help with the painting of the playground on Sunday 25th July. The head teacher of Barwick primary school had also been contacted. The Playground Fabrication Manager of Leeds City Council had provided half-full tins of red, blue, and yellow paint and delivered them to the Clerk. Cllr. Ward advised that a 2½ litre tin of green paint would also be needed. A supplier in Leeds had been found who produced green paint of the same brand as the tins already supplied. A 2½ litre tin would cost £46. They would be asked if they could invoice the Parish Council (PC) and if the PC was eligible for any discount. The painting could be done in a day (it would take a few hours). "Wet paint" signs would be put up and the entrance gate padlocked. Surfaces would be

wiped down prior to painting to remove dirt and grease. Before and after photographs would be taken for the parish newsletter. Brushes needed to be bought and Cllr. Ward would keep a list of anything she needed to acquire. The fence would be done at a later date.

- **Hall Tower field.**

The Clerk had visited the field the previous week and noted that the flat area appeared to have been cut but the mound was getting overgrown. He had contacted the contractor who had advised that he would try to fit another cut into his programme.

- **Pavilion grant applications.**

Cllr. Slater updated the Committee on progress of grant applications to landfill companies (£38,000 applied for from FCCL and £43,000 from Viola). There would be an agenda item at the next PC meeting to ensure all Councillors and residents were informed. Cllr. Slater had asked those who had provided quotations to indicate whether their quotations were still valid. Rising costs had meant that there was roughly a 15% increase in the prices quoted. The outcome of two grant applications would be known in September including a £43,000 application to Grantscape. Cllr. Walsh advised that Scholes Village Hall had received funding and suggested an application could be made to the same funder. Cllr. Slater was thanked for all his hard work.

- **Sports Ground Rents.**

It had been established the date of the last review was 1990.

- **Financial Regulations.**

It was noted that Financial Regulations need to be amended to align with the PC decision to allow Pavilion hire deposits to be refunded without needing formal approval. A copy of the Financial Regulations would be sent to Cllr. Hassell who would draft a suggested amendment for consideration at the next meeting.

5. WORK REQUESTS

Proposal to put the correspondence list on the website.

There was discussion about transparency of the correspondence list. This was circulated to all Councillors but not visible to anyone not attending the meeting. Various suggestions were put forward including putting a copy on the website. It was suggested that correspondence be considered earlier on the agenda and that the list form an appendix to the minutes of the meeting.

Local Centres Project funding

The decision of the PC to delegate the report by the Clerk of the Local Centres Project meeting he attended on 24th June and to consider the recommendations was noted. This had been delegated on the understanding that the Committee would not commit the PC to contributing towards the 20% that proprietors of shops have to find for any improvements to their facias. It was **resolved** that Ward Cllr. Robinson be advised that it was the wish of the PC that this funding be used for improvements to the parking at the front of the parade of shops, all in favour. The Clerk would email the Leeds City Council Highways officer dealing with this for a revised quotation and copy in Ward Cllr. Robinson.

6. SCHOLES PAVILION

It was noted that there had been reports of bees in the Pavilion. It was also noted that one of the regular hirers (the personal trainer) was no longer hiring the Pavilion. Approaches were being made to other potential hirers.

7. FINANCE

- The decisions of the PC that Cllr. Brunt be a signature on the account and that he be the Internal Controls Officer were noted.
- The Verity Strip gate had been added to the Asset Register.
- Cllr. Brunt reported on the risk assessments he and Cllr. Ward had carried out in Barwick and the anomalies he had found with the asset register. He had used red/yellow/green to highlight the level of risk and would email a copy of his report to Committee members. The use of shared drives to share large files was discussed. He reported that the steps up Hall Tower Hill are in need of repair.

8. ACTION TRACKER

The Action Tracker had been circulated ahead of the meeting. Several of the matters still ongoing had been discussed as part of the meeting (above).

9. DATE OF NEXT MEETING

The next meeting would be **Tuesday 14th September 2021 at 7pm** in the Pavilion.

The meeting closed at 8:55pm