

Barwick in Elmet & Scholes Parish Council Finance and General Purposes Committee

meeting to be held on Tuesday 12 April 2022 at 7pm at the Pavilion

AGENDA

1. **Apologies**
To receive apologies for absence
2. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to receive and consider any applications for dispensation.
3. To **approve and sign the minutes** of the meeting of the Committee held on 15th March 2022.
4. To receive the Action Tracker.
 - 4.1 Crossland Mews flagstones – update.
 - 4.2 Hall Tower Hill: updates on,
 - a. Entrance Gate.
 - b. Actions following the meeting with Heritage England.
 - c. Tree work agreed at the Parish Council meeting.
 - 4.3 Verity Strip – update.
 - 4.4 Inventory of items stored in the garage.
 - 4.5 Update on board listing all previous Chairs.
 - 4.6 To pursue a meeting with Leeds Lights regarding 2022 provision.
 - 4.7 Closed Cemetery – Leeds City Council collected the key to the padlock on 28th March 2022 in order to carry out the repairs.
 - 4.8 Allotment Association – allotment holders to be notified that the Parish Council had suggested £200 ground rent.
5. **Work requests**
 - 5.1 To note that the insurance renewal is due on 1st June and to consider whether any changes need to be made to the level of cover.
 - 5.2 Platinum Jubilee.
 - Scholes.
 - a. To agree to allow organisers of the event on Scholes Lodge field to use the Parish Council garage to store equipment.
 - b. To consider any quotations from the organisers of the above event for additional grass cutting of specific areas for croquet.
 - c. To consider a grant application from the organisers of the above event for £400 for the cost of live music.
 - d. Shuttlebus update.
 - Barwick.
 - e. To consider a request from the Maypole Committee that they be allowed to use Hall Tower field on Thursday 2nd June for the Maypole/Platinum Jubilee event.
 - f. To consider a request from the Maypole Committee that they be allowed to use Jack Heaps field for car parking.
 - Both Villages.
 - g. To note the Parish Council decision to set a budget of up to £300 per village for the purchase of bunting and to consider the purchase of appropriate amounts and locations.
 - h. To note the Parish Council decision to set a budget of up to £3000 for the purchase of gifts for the children (mugs or water bottles or suitable pendants) and to agree the preferred option.
 - i. To note the Parish Council decision to spend £250 on cutting overhanging branches.
 - 5.3 To consider quotations for drainage for Scholes Football field.
 - 5.4 To consider the responses to the benches consultation.

- 5.5** To consider the need for a revised complaints policy.
- 5.6** Pavilion and Multi-Use Games Area.
- a. To note the decision of the Clerk under delegated authority to agree the purchase of extra key fobs for access to the Multi-Use Games area and tennis courts.
 - b. To note that the contractor awarded the work to do the flagstones had not responded to any emails or telephone calls and that one of the other contractors who provided a quotation had been asked to carry out the work and that this contractor had lifted one flagstone and decided that the job was not what he quoted for and to consider alternatives.
 - c. To consider a grant application from the personal trainer.
 - d. To notes that due to inclement weather, the painting of the lines and laying of the non-slip surface had been delayed
- 5.7** Newsletter
- a. To note that the price charged for the February newsletter was the same as that charged for previous newsletters even though there were fewer printed and the February newsletter was eight pages compared to recent newsletters which had been twelve pages and to consider getting quotations from other printers.
 - b. To consider writing to those who receive postal copies of the newsletter and using the postage-paid envelopes to advise the Parish Council if they would be willing to receive an electronic copy instead.
- 5.8** To note that Scholes Sports Association have now paid £194.04 of the historic unpaid rent and water charges and that £142.51 remains outstanding and to consider making a recommendation to the Parish Council that this be written off.
- 5.9** Internal Controls Officer
- a. To consider granting Cllr. Ragg “view-only” access to the account in order to carry out her role as Internal Controls Officer.
 - b. The consider updates to Financial Regulations and the Financial Risk Assessment so that the documents reflect actual processes, e.g. 6.21 refers to a cash float (not maintained) and both documents reference cheque payments.
- 6.** To receive the draft minutes of subcommittees who report to the Committee and to note any actions.
- Scholes Lodge Farm – 24th March 2022
- 7.** Date of next meeting