

MINUTES of a meeting of the Finance and General Purposes Committee

held on Tuesday 22nd February 2022 at 7pm in Scholes Pavilion.

PRESENT: Councillor Claire Hassell (Chair)
Councillors Mike Brunt Graham Slater Jacqueline Ward
Paul Remmer Stella Walsh

In attendance: Cllrs. Cantelo, Ragg and the Clerk.

1 APOLOGIES. None.

2 DECLARATIONS OF PECUNIARY INTEREST. None.

3 MINUTES OF PREVIOUS MEETING. It was **resolved** that the minutes of the Committee meeting (9/2021) held on 18th January 2022 (49-50) having been circulated, be approved, subject to the last sentence of paragraph 5.3 (Pavilion matters) being changed to “*The agenda for the next pavilion subcommittee would consider the loose cupboard and ad hoc repairs as they occur*”, all in favour.

4. UPDATES ON MATTERS PREVIOUSLY DISCUSSED

4.1 Benches consultation

Cllr. Brunt had put together a form of words for Cllr. Walsh to put into the next newsletter and similarly for Cllr. Slater complete with a QR code taking consultees to the website. He had also set up an email address for consultation responses. Those without digital access could simply write to the Clerk.

4.2 Skelton Lane

No further developments since the last meeting.

4.3 Crossland Mews

The flagstones likely to cause a trip hazard will be removed with help from a member of the Scholes Lodge Farm subcommittee. One flagstone may be placed near the kissing gate, the others will be placed in the field in order to be available for possible future projects.

4.4 Ditch at Hall Tower Hill

Cllrs. Hassell and Maude had had a meeting with a representative of Heritage England. Since then, Phil Maude had resigned from the Parish Council (PC) and Cllr. Hassell asked if any other Councillors were interested in taking this project forward, Cllrs. Brunt, Remmer and Ward all expressed interest.

4.5 Tree Report

Following on site meetings between the Clerk and the tree surgeon it had been realised that the order in which the trees on Jack Heaps Field appeared on the tree inspection report did not reflect the actual order of the trees. A revised report had been received and the tree identified for felling was a much larger tree than the one originally quoted for. However the tree surgeon felt that felling the tree was unnecessary and removal of one of the branches would be enough to address the concerns of the report. He was willing to do this for the price previously quoted. The Committee agreed that this should go ahead. The tree surgeon had also been asked to look at an elder tree on Scholes Lodge Farm field, A response to this was awaited.

4.6 Verity Strip

There had been no further developments since the last meeting. Cllr. Brunt suggested pursuing recognition of the road as a public right of way. The Clerk would send him appropriate contact details.

4.7 Garage Hire

The Maypole Committee were facing some uncertainty about the continued use of their storage facilities. Cllr. Walsh and a member of the Scholes Lodge Farm subcommittee had to visited the garage. They had noted the presence of a defibrillator case (but no gazebo).

4.8 Pavilion

The Post Office was due to start operating on 10th March. Cllr. Remmer agreed to put hazard tape round the flagstones until the repair work had been carried out.

4.9 Grant application form

Cllr. Hassell had circulated a revised grant policy and invited comments. The Committee supported adoption of the revised policy with a couple of minor changes, i.e. that the paragraphs be numbered and that items 13 and 14 of the conditions of support be combined into a single condition (due to the similarity of both conditions). There was also a concern that the twelve-month stipulation (item 9 of the conditions of support) was too long and that the requirement for a six monthly report be amended with the addition of further quarterly reports thereafter.

5. WORK REQUESTS

Platinum Jubilee.

Cllr. Slater spoken to Cllr. Hassell and to Leeds City Council about the shuttle bus. They had offered a sixteen-seventeen seat Mercedes minibus equipped with a tail lift. Three seats could be removed to create space for one wheelchair and a further three seats for two wheelchairs etc. The driver was willing to work eight hours (not necessarily consecutive).

One of the organisers of the event on Scholes Lodge Field had enquired about funding of £400 for the cost of a music band. The Clerk would send her a grant application form and advise her that she needed to supply details of the band.

Cllr. Hassell reported that the Deputy Lord Lieutenant would be coming.

5.2 Complaints Procedure.

Recent advice from the Yorkshire Local Councils Associations (YLCA) had highlighted shortcomings in the PC complaints procedure. There would be an agenda item next time to consider this further, possibly setting up a small group to produce a document for consideration by the PC. In the meantime, the Clerk would seek clarification from the YLCA to establish whether the current procedure was breach of statutory provision.

5.3 Internal Controls Officer

Due to her financial background, it was suggested that Cllr. Ragg either become a signatory on the bank account or take on the role of Internal Controls Officer. She was given opportunity to consider what this entailed and advise in due course. It was also suggested that Councillors who are not signatories nevertheless have access to view bank transactions on a view only basis and that this should certainly be available to the Internal Controls Officer.

5.4 Board listing all previous Chairs

Cllr. Hassell had in her possession boards listing all previous Chairs back to 1894 showing addition of Scholes to the name of the parish in the 1940s. It was agreed that she pursue the cost of the repair of these boards and report to a future meeting. One of the boards would allow future Chairs to be added.

6. Draft Minutes Of Subcommittees

The draft minutes of the Pavilion subcommittee meeting of 25th January and the Scholes Lodge Farm subcommittee meeting of 31st January 2022 had been circulated. The Responsible Financial Officer would circulate to the Committee a copy of the Pavilion budget report.

7. TO RECEIVE THE ACTION TRACKER

Many of the items on the action tracker had been discussed as part of agenda item 4 above. In addition, the Clerk reported that:

- Following the award of the £1,000 for the Christmas lights, he had returned a completed feedback form and a copy of the invoice. He hadn't heard anything further regarding the £350 for bulbs. He would make another application for funding for Christmas lights nearer the time.
- He had obtained a quotation for the cutting of the hedges at the allotments, This was considerably higher than what had been paid previously. A further quotation was awaited.
- Cllr. Hassell now had details of the contractor who did the birds mouth fencing and would ask them to quote for the entrance gate to Hall Tower field.

8. DATE OF NEXT MEETING

Tuesday 15th March 2022 at 7pm in the Pavilion.

There being no further business the meeting closed at 8:25pm.

Signed

Chair
15 March 2022