

MINUTES of a meeting of the Finance and General Purposes Committee

held on Tuesday 31st May 2022 at 7pm in Scholes Pavilion.

PRESENT: Councillors Kinga Ragg (Chair) Graham Slater Stella Walsh
Claire Hassell Paul Remmer Jacqueline Ward

In attendance: The Clerk.

1 APOLOGIES. There were no apologies.

2 DECLARATIONS OF PECUNIARY INTEREST. None.

3 MINUTES OF PREVIOUS MEETING. It was **resolved** that the minutes of the Committee meeting (1/2022) held on 12th April 2022 (57-62) having been circulated, be approved, all in favour.

There was no overall agreement regarding the minutes of the Committee meeting (2/2022) held on 17th May 2022 (63) with differing recollections from those present regarding whether the election of the Chair took place before or after Cllr. Slater left the meeting. This would be considered at the next meeting when Cllr. Brunt would be able to indicate his recollection of the meeting.

4. ACTION TRACKER

4.1 Platinum Jubilee

Cllr. Ward reported that she had been going round the Parish delivering water bottles to those who had not otherwise received one and whom had contacted the Parish Council (PC) by email. The Scholes Lodge field subcommittee, in liaison with the Clerk had agreed that insurance for the Mad Hatter's tea party event (£66) would be paid by the PC out of the Jubilee budget. This had been authorised by one of the signatories on the account, the other signature was waiting for this to be raised at the Committee meeting before approving. There had been a meeting in the Miner's Welfare on 20th April to bring together organisations planning activities over the Bank Holiday weekend.

4.2 Insurance

This would be an agenda item in the main part of the meeting.

4.3 Verity Strip

Cllr. Remmer had forwarded a quotation to the Clerk who in turn had forwarded this to the Cricket Club earlier that day.

4.4 Pavilion Flagstones

The Clerk had sent an email to the contractor who had done unsatisfactory repairs, to cancel the contract. There would be an agenda item at the next meeting to consider new contractors and in the meantime, Cllr. Remmer would draw up a specification to lift and relay the flagstones.

4.5 Garage.

The Clerk logged the problems with the garage door lock with Leeds City Council on 20th April.

4.6 Crossland Mews Flagstones

A quotation for the work was expected. Further quotations would be sought.

5. INSURANCE

Cllr. Ragg had liaised with the Clerk to review the asset register.

a. Laptop.

The need to dispose of the laptop in a secure way was discussed with a suggestion that the hard drive be removed and destroyed or delegating safe disposal to Cllr.

Remmer. A replacement had been budgeted for with John Lewis being suggested as a possible supplier.

- b. Japanese Garden.
Although this had been a major item of expenditure in 2021/22, it was agreed that there was no requirement for additional insurance cover. Regarding the wall, it had now been established that the appropriate type of lime putty had been used.
- c. Pavilion Valuation.
The insurance company had queried the £100,000 valuation of the Pavilion and had suggested a desktop valuation or a valuation based on a site visit. It was agreed that the £100,000 valuation was sufficient to cover the rebuild cost. The Clerk would ask the broker whether the policy included a day one uplift and would ensure that the Pavilion contents (valued at £2,349) and accidental damage were covered.
- d. Barwick Changing rooms.
The Committee were happy with the £60,000 valuation.
- e. Multi-Use Games Area.
Lines 68 to 72 of the asset register covered the outdoor gym equipment, fencing, tarmac, lighting, closed circuit television camera, access control equipment and related items. The previous week, the Clerk had asked the insurance broker how much additional premium there would be if the tarmac surface was included the “Other Surfaces” category. The insurance broker had replied to the email but not answered the question, the Clerk would ask the question again and circulate the response. All necessary electrical certificates had been obtained. The insurance broker had asked about inspections of the equipment. the manufacturers recommendation was for a weekly visual inspection, a monthly check of moving parts, a six monthly in depth inspection and an annual report (April being suggested by a committee member). Inspections would be part of the terms of reference of the Pavilion subcommittee.
- f. Risk assessments.
Annual inspections of assets in Scholes would be carried out in June and those in Barwick in Elmet would be done in August/September. Cllr. Slater undertook to carry out asset inspections in Scholes, a former Councillor and member of the Peace Flame subcommittee would check the Peace Flame. There would be an agenda item for the June meeting to report on the outcome of the Scholes inspections and on the July agenda to report on the outcome of the Barwick in Elmet inspections
- g. Defibrillator.
Cllr. Ward would register with the WebNos™ management tool for keeping track of all aspects of Governance for the Barwick defibrillator.
- h. Peace Flame.
This was showing on the asset register with a value of £850. Cllr. Walsh suggested that replacement costs would be £5,000.
- i. War Memorials
The Barwick War Memorial was showing a zero value on the asset register. Cllr. Slater advised the Committee that sources of funding were available should the need arise. Information about this was available the Imperial War Museum website. Cllr. Ragg agreed to find out more about this. Cllr. Remmer found information on the internet from Bromet and Sons solicitors in Tadcaster.
- j. Volunteer Policy
There was a query about third party cover, this would be checked with the insurance broker.

Having considered the above, the Committee would make appropriate recommendation to the PC at its next meeting.

6. WORK REQUESTS

6.1 Asset Register.

This agenda item had to been considered as part of the insurance review.

6.2 Benches.

- a. In the absence of Cllr. Brunt, consideration of a final draft of the benches policy was deferred to the next meeting.

- b. The decision of the PC to allow the work necessary for the memorial bench on Rakehill Road to proceed was noted.
- c. It was agreed that steps be taken to move forward a request for similar work for a memorial bench at Morgan Cross.

6.3 Complaints policy.

It was agreed to refer this to the full PC meeting with a suggestion that a small working party be set up to consider this. Cllr. Walsh and the Clerk would establish whether adoption of a complaints policy was a statutory requirement.

6.4 Pavilion – updates.

- a. Cllr. Remmer had now carried out the first inspection of the equipment and reported accordingly.
- b. A recommendation regarding hire would be made to the PC.
- c. The Pavilion subcommittee would consider plans for an official opening ceremony.
- d. There was a concern that personal data about key fob holders was being held on computers other than those belonging to the PC. It was suggested that by the end of July, key fob applications would be minimal and those holding personal data were asked to hand over all data for completed applications to the Clerk after that date.
- e. A request for hire of the Pavilion for a Holiday Club to run for two weeks from 7.30am to 6pm was an agenda item for the June meeting of the full PC.

6.5 Policy updates.

Terms of reference for the Planning Committee, the Scholes Lodge Field subcommittee and for the Pavilion subcommittee and the review of Financial Regulations were all deferred to the next meeting.

6.6 Equal Opportunities policy.

This was deferred to the next meeting (Cllr. Remmer indicated that he had a suggested change to make).

7. DATE OF NEXT MEETING

Tuesday 14th June 2022 at 7pm in the Pavilion.

The meeting closed at 9pm.

Signed

Chair
14 June 2022