

MINUTES of a meeting of the Finance and General Purposes Committee

held on Tuesday 14th June 2022 at 7pm in Scholes Pavilion.

PRESENT: Councillors Kinga Ragg (Chair) Paul Remmer Stella Walsh
Graham Slater

In attendance: The Clerk.

1 APOLOGIES. Cllr. Hassell. The resignation of Mike Brunt was noted and it was noted that having joined the Planning Committee, Cllr. Ward was unable to commit to also being on the Finance and General Purposes (F&GP) Committee.

2 DECLARATIONS OF PECUNIARY INTEREST. None.

4. ACTION TRACKER

4.1 Crossland Mews flagstones

Quotations would be sought, one had already been promised, Cllr. Walsh would pursue. Meanwhile, the Clerk would seek quotations via webs sites such as Trusted Trader and MyBuilder.com.

4.2 Hall Tower Hill

Cllr. Ragg would contact Cllr. Hassell for updates on the entrance gate and actions following the meeting with Heritage England.

4.3 Verity Strip

The Clerk would contact Barwick Cricket Club for an update having sent them a quotation.

4.4 Inventory of items stored in the garage

The Clerk had carried out an inventory of items stored in the garage. There had been a request from the organisers of the Mad Hatter's Tea Party Platinum Jubilee event to use the garage to store tables. Cllr. Walsh would ask one of the organisers whether they wanted this for temporary or permanent storage. The contents list was reviewed, the steel barriers were no longer needed and there was a suggestion that they be sold (with the proceeds being used to pay for a storage shed at the Pavilion). The Clerk would check whether previous resolutions regarding this were less than six months old. An email would be sent to the Principal Engineer of the East Leeds Orbital Road project regarding an offer of bicycle racks. The Clerk would check whether notice had to be given to surrender the lease on the garage.

4.5 Board listing all previous Chairs

The Clerk would ask Cllr. Hassell for an update.

4.6 Christmas Lights

The budget was £6,000. It had been agreed to have two extra motifs (including two lamp post conversations). It was noted that an order should be made as soon as possible otherwise the choice of motifs would be restricted as the best ones might be claimed elsewhere. Cllr. Slater would let the Clerk have the lamp post numbers for Scholes sites and the Clerk would chase Cllr. Ward for the lamp post numbers for Barwick sites.

4.7 Allotment Association

The Clerk would ask Cllr. Hassell for an update.

4.8 Benches – update.

Seven locations had been agreed at the September 2021 meeting and sponsors had been obtained for five of these and four of these knew what they wanted and the location where they wanted their sponsored bench to go. The benches policy needed to be formalised. A bench had been agreed to go at Osman House and a commercial sponsor was seeking to sponsor it. Locations in Barwick were subject to landowners approval, usually Leeds City Council (LCC) although a proposed site near The Sycamores was Parish Council (PC) land. Cllrs. Ragg and Walsh agreed to work on a policy, an example of a policy from a

parish in Scotland had been circulated by Cllr. Slater and there was another example from a parish on the Yorkshire coast. The proposed policy would be circulated for formal approval at the next PC meeting. The PC would have sight of the wording of the plaque before the order was placed and sponsors would be offered a price banding.

Sand/flagstones had been purchased and the imminent commencement of work for the bench on Rakehill Road was noted. Sponsorship of a memorial bench had been received on 10th May, a bench had been ordered on 11th May and delivery was due on 21st June.

4.9 Equal Opportunities and Diversity policy

Cllr. Ragg had looked at the LCC policy and proposed using this as a template for adoption of a PC policy but without the last paragraph. The Clerk would circulate.

4.10 Review of policies/terms of reference

Cllr. Ragg undertook a review of the Financial Regulations noting the following.

- a. The award of grants should be made by the full PC, however, the F&GP Committee could make recommendations, this would be added to the Financial Regulations as item 4.1.1.
- b. Paragraph 2.2 to be changed from “*2.2. Once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk, as RFO*” to “*At least once a year*”
- c. Paragraph 1.14 to be changed from “*In addition, the council must approve any grant or a single commitment in excess of £5,000*” to “*approve in conjunction with other committees*”.
- d. Paragraph 3.1 was about a three-year forecast of revenue and capital receipts and payments. Former Councillor Brunt was working on producing a three-year forecast by the end of 2022, the Clerk would email him for an update.

The Terms of Reference of the Scholes Lodge Field subcommittee had been approved by the PC at its June 2022 meeting.

The Terms of Reference of the Pavilion subcommittee had been amended to include the multi-use games area

4.11 Insurance – request for risk assessment details

It was noted that the Risk Assessment documents produced by Cllr. Remmer needed re-dating. These were on the F&GP shared drive. The Clerk would forward them to Cllr.

Remmer. Cllr. Slater was attending a Play Area Inspections Webinar on 15th June.

4.12 Data Protection concerns regarding personal information held about key fob holders

All personal data relating to key fob access had been handed over to the Clerk.

5. WORK REQUESTS

5.1 Asset Register.

It was noted that the new heater and water heater were part of the fabric of the building and therefore didn't need to be listed separately on the insurance.

Cllr. Ragg was continuing to investigate the status of the War Memorial. There was a suggestion that Leeds City Council managed war memorials.

5.2 Pavilion

Specifications for the work on the flagstones had been circulated. These would be posted on websites such as MyBuilder.com and Trusted Trader and contractors invited to quote.

6. SUBCOMMITTEE REPORTS

- The draft minutes of the Scholes Lodge Field subcommittee meeting of 23rd May 2022 had been circulated and the contents noted.
- The Pavilion subcommittee had met on 24th May 2022 and the agreed actions had been presented to the June 2022 meeting of the Parish Council (PC).

3 MINUTES OF PREVIOUS MEETINGS.

It was **resolved** that the minutes of the Committee meeting (2/2022) held on 31st May 2022 (64-66) having been circulated, be approved, all in favour.

Regarding the minutes of the Committee meeting (1/2022) held on 17th May 2022 (63), it was recognised that Cllr. Slater had left the meeting following the nomination of Cllr. Ragg as Chair and after she had received a proposer and a seconder. There was no vote (by show on hands) leading to confusion about whether Cllr. Slater had left the meeting before or after agreement that Cllr. Ragg be Chair. The minute would be changed from "Cllr. Slater left the meeting after the election of the Chair" to "Cllr. Slater left the meeting following nomination of Cllr. Ragg". For the avoidance of any doubt, it was **resolved** that Cllr. Ragg be Chair.

It was reported that the Contractor due to start work on improving the drainage on Scholes football pitch later in the year had brought forward his start date and would begin work the following Monday. To avoid damage to the cricket pitch during the playing season, it was agreed that Cllrs. Remmer and Slater remove a 2.5m section of fence and hedge to allow direct access from the car park. Bowling club would be advised. The contractor would be required to sign an agreement and provide copies of his insurance documents. The barrier to the car park would need to be opened before Monday.

7. DATE OF NEXT MEETING

Tuesday 12th July 2022 at 7pm in the Pavilion.

The meeting closed at 9pm.

Signed

Chair
12 July 2022