

**MINUTES of a meeting of the Finance and General Purposes Committee**

held on Tuesday 12<sup>th</sup> July 2022 at 7pm in Scholes Pavilion.

**PRESENT:** Councillors Kinga Ragg (Chair)  
Claire Hassell Graham Slater Stella Walsh

**In attendance:** The Clerk.

- 1 APOLOGIES.** Cllr. Remmer
- 2 DECLARATIONS OF PECUNIARY INTEREST.** None.
- 3 MINUTES OF PREVIOUS MEETINGS.**

It was **resolved** that the minutes of the Committee meeting (3/2022) held on 14<sup>th</sup> June 2022 (67-69) having been circulated, be approved, all in favour.

There was discussion about data protection relating to the key fob entry system. Names, addresses e-mail addresses and mobile telephone numbers were stored on a password protected spreadsheet and also on the key fob entry software. Access to the software required a user ID and password to get into the computer and another user ID and password to access the software. The need to store this data in both places (and on personal computers) was questioned with a suggestion that the software contains only numeric information which could be cross referenced if necessary to the spreadsheet. This would also save time on double-entry of data. It was suggested that the Clerk changes the passwords. It was agreed that the Clerk raises a ticket with the Yorkshire Local Councils Associations (YLCA) and seeks the advice of the auditor.

**4. ACTION TRACKER**

**4.1 Crossland Mews flagstones**

The Clerk reported that he had posted the job on MyBuilder.com as agreed. Three tradesman had responded and the Clerk had clicked on the "hire" button releasing his landline number to two of the contractors. Messages on the telephone answering machine and telephone conversations followed and arrangements had been made for Cllr. Walsh to meet one of them on site at 5pm on 13<sup>th</sup> July and the other at 10am on 15<sup>th</sup> July.

**4.2 Hall Tower Hill**

The previous day, Cllr. Hassell had spoken to a local contractor about repairs to the entrance gate, he would not be available to do the work until November. She had also tried the contractor who did the birdsmouth fencing and gate at Barwick Sports field, he had visited the site but no quotation had been provided. The gate was wooden but the upright was metal. She would try someone who had recently left her their details and the Clerk would try to get quotations via the MyBuilder.com website. It was agreed that there should be a spring to keep the gate shut.

**4.3 Verity Strip**

The Clerk had contacted Barwick Cricket Club for an update having sent them a quotation and knowing that they had had a meeting. One member of the club had replied saying that he was not present at the meeting. The Clerk would continue to pursue them.

**4.4 Inventory of items stored in the garage**

Cllr. Remmer had taken an action at a previous meeting to email the principal engineer of the East Leeds Orbital Road project regarding an offer of bicycle racks, the Clerk would check with him regarding progress. It was noted that since the Clerk had done the inventory of items stored in the garage, there had been additional items placed there. Cllr. Walsh would check on the status of this equipment. The idea of buying a storage shed and surrendering the lease on the garage was still being considered.

#### **4.5 Board listing all previous Chairs**

A quotation was awaited for reframing and paper. The proposal was to make the existing board complete and to start a new one for future years. There was discussion about possible locations with the John Rylie Centre or the Pavilion being suggested and a suggestion that the board be photographed and the prints be displayed at locations in both halves of the Parish. It was recognised that the cost of this be taken equally from the two environmental funds.

#### **4.6 Christmas Lights**

A quotation was awaited. Leeds Lights would be asked for an appointment so that Cllrs. Hassell and Slater could look at and choose motifs. The need for lights at Barwick Church was noted.

#### **4.7 Allotment Association**

Cllr. Hassell had delivered a report on the progress of this the previous night's PC meeting. Another meeting with the allotment holders would be called. The National Allotment Association offered support and advice but membership of this organisation had not been renewed. It was noted that there had historically been two grant awards for allotment fencing of £5,000 and £2,000 from the Community Fund and from the Well-Being Fund and that £440 of this was unspent. Cllr. Walsh confirmed that the Community Fund would not be seeking reimbursement of unspent monies and it was therefore **resolved** that a recommendation be made to the PC that the cost of renewing membership of the National Allotment Association be taken from the unused Community Fund grant, all in favour

#### **4.8 Benches – update.**

Cllr. Slater was thanked for the application form and terms of reference. There was discussion about residential status of the person being remembered. It was agreed that the person being remembered should have been resident in the Parish at the time of death or have lived in the Parish previously. It was also agreed that the PC be responsible for maintenance of the benches but the sponsor should make a contribution towards costs. Prices would be shown on the application form. The Clerk would email the Leeds City Council (LCC) Highways Officer who had consented to the proposed locations to confirm that there would be excavation to a depth of 100mm. The wording of the plaque would be confirmed with the PC. It was agreed that the policy allows sponsors to place a memorial plaque on established benches. The offer of Jubilee benches from Ward Councillors was noted. Five locations in Barwick in Elmet would be identified and the newsletter would ask residents for suggestions. Cllr. Walsh would look at the proposed policy and check it and circulate.

#### **4.9 Equal Opportunities and Diversity policy**

It was **resolved** to adopt the LCC policy removing the alternative languages on the final couple of pages.

#### **4.10 Review of policies/terms of reference**

The Chair continued the review of the Financial Regulations noting the following.

- a. Paragraph 6.11 referred to passwords being handed to and retained by the Chair of the PC in a sealed dated envelope. It was noted that the former Chair of the PC could still be in possession of the sealed envelope given to him by the Clerk. The Clerk would contact him to confirm that this had either been destroyed or would be returned. Meanwhile, the Clerk would ensure that the current Chair was similarly provided.
- b. Paragraph 6.13 referred to regular back-up copies of computer records. Cllr. Slater suggested that the Clerk buys a second 100GB external hard drive, this would be in the region of £40. It was also agreed that the Clerk buys a fire-proof container in which to keep the external hard drives and that the timescale for backing up data be roughly once every six weeks and the Clerk investigates and sets up file synchronisation.
- c. Paragraph 6.17 suggested that changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. This was clarified as meaning hard copy or .pdf format as the only form of digital notification which would be acceptable.

- d. Paragraph 6.21 said that the Responsible Financial Officer (RFO), may provide petty cash to officers for the purpose of defraying operational and other expenses. Consideration was given to the removal of this paragraph as the RFO did not hold any such cash. It was decided that this paragraph be retained so that the keeping of petty cash could be reinstated without the need for a formal agenda item to change financial regulations. It was agreed however that paragraph 6.21a specifying the amount of the petty cash float (£100) be removed and paragraph 6.21b which said that income received must not be paid into the petty cash float but must be separately banked also be removed.
- e. Paragraph 7.4 referred to confidentiality in reporting salaries. It was agreed that future reports of expenditure do not show the Clerk's name.
- f. There was discussion about paragraph 7.5 (The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid). It was not felt necessary to make any changes.
- g. Paragraph 8.2 referred to borrowing approval and the need for approval by the full PC. Although there was no history of borrowing and no circumstances envisaged where this would be necessary, it was nevertheless agreed to retain this paragraph in the financial regulations.
- h. Paragraph 9.9 referred to handling of significant sums of cash and the need to ensure that more than one person was present when the cash was counted and the issuing of receipts. Cash handling was rare and the use of the word "significant" was open to interpretation. It was agreed that "significant" be defined as anything of £100 or more. Receipts would still be issued.
- i. Paragraph 10.1 stated that an official order or letter be issued for all work, goods and services. It was agreed to allow emails to be treated as an official form of instruction.
- j. It was agreed to remove paragraph 13.4 (The Clerk, as RFO, shall be responsible for periodic checks of stocks and stores at least annually) as this was not relevant to Barwick in Elmet and Scholes PC.
- k. Paragraph 14.1 referred to the Clerk making appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the PC. All these were held electronically. It was noted that the Clerk has a list of all documents held by the PC solicitors.
- l. Paragraph 15.2 referred to the RFO, keeping records of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances. It was not felt necessary to make any changes.

#### **4.11 Insurance – request for risk assessment details**

The Clerk had been exchanging emails with the insurance broker since March regarding getting insurance cover for the multi-use games area (MUGA) and outdoor gym equipment and associated equipment. The insurers were particularly keen to see risk assessment documents and evidence of inspections in a format they deemed acceptable. The Clerk had last emailed the broker on 27<sup>th</sup> June 2022, a risk assessment document based on the template they had supplied in order to overcome the concerns of the underwriter. A reply was awaited.

## **5. WORK REQUESTS**

### **5.1 Asset Register.**

- a. There was discussion about whether the bunting bought for the Platinum Jubilee be added to the asset register or be treated as a consumable. A total of £750 had been spent on bunting and a higher price paid with a view to reusing it. The Barwick in Elmet bunting was being stored by the Maypole Trust and the Scholes was being stored in the Pavilion. It was agreed that the bunting be listed as part of the garage inventory and as part of the Pavilion inventory with a value of £100.
- b. A new bench had been bought, this would be added to the Asset Register showing the invoice cost as the value.

- c. Two new pots had been bought for the Peace Flame garden at £100 each. These would be added to the Asset Register as a single line showing a value of £200.

### **5.2 Notice board**

It was noted that the Clerk had used his delegated authority to repair the notice board in Barwick which was urgent to the danger of broken glass at a location heavily used by the public. The Barwick notice board was on the wall of the Post Office and had been provided by them. It had several shortcomings, notably being too small to sufficiently display PC notices. The Clerk would research the costs of a replacement including appropriate sizes, installation and whether planning permission would be required. It was noted that LCC had recently installed a new notice board in Scholes, The Clerk would contact the LCC officer involved in order to take this forward.

### **5.2 Risk Assessments on Barwick assets.**

Cllr. Ward had previously carried out Risk Assessments on Barwick assets. The Clerk would email her to see if she was willing to continue to do this. Cllr. Ragg was willing to assist Cllr. Ward in carrying out the inspections.

### **5.2 To consider revised Peace Flame subcommittee terms of reference**

Revised Peace Flame subcommittee terms of reference had been circulated. There was a change to the number of meetings. There was a query about the financial status of the group. Peace Flame monies were being held as part of the overall PC accounts but being shown under a separate column on spreadsheets. The RFO would establish whether a subaccount could be set-up with the bank with signatories from the Peace Flame subcommittee nominated by Cllr. Walsh. The RFO would check the legal position of doing this with the Yorkshire Local Councils Associations (YLCA).

## **6. SUBCOMMITTEE REPORTS**

The draft minutes of the Peace Flame subcommittee meeting of 18<sup>th</sup> February 2020 had been circulated and the contents noted. The Peace Flame had now been converted to run on solar energy (although the ability to run on gas would be retained as a backup). Former Councillor Glyn Davies was thanked for doing the conversion.

## **7. DATE OF NEXT MEETING**

Tuesday 13<sup>th</sup> September 2022 at 7pm in the Pavilion.

The meeting closed at 9:45pm.

Signed

Chair  
13 September 2022