

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

held on Tuesday 4<sup>th</sup> October 2022 at 7pm in Scholes Pavilion.

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

**In attendance:** The Clerk.

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

There was a concern that a former Councillor was named in the minutes. It was **resolved** that the minutes of the Committee meeting (4/2022) held on 12<sup>th</sup> July 2022 (70-73) having been circulated, be approved, subject to this name being removed, all in favour.

**4. ACTION TRACKER**

**4.1 Crossland Mews flagstones**

Cllr. Walsh had met two contractors on-site on 13<sup>th</sup>/16<sup>th</sup> July as suggested in the previous minutes (the second one failed to keep the appointment on 15<sup>th</sup> July and rearranged for the 16<sup>th</sup>). A third contractor had arranged to meet her but failed to turn up. Of the two who met with Cllr. Walsh, only one followed up the meeting with a quotation and it was felt that this was higher than expected. The Parish Council (PC) had agreed at its meeting to approach a local builder who had been fully booked up until November when originally approached. It was agreed that the Clerk contact him by the end of the week. Meanwhile, another quotation had arrived and this seemed reasonable and in line with most of the specifications issued apart from relocating the flagstones to Scholes Lodge field and the Peace Flame area, he would be asked to include this.

**4.2 Hall Tower Hill**

Two quotations had been received, one for £200 had come from the MyBuilder website and the contractor had visited the site and measured up. He was proposing a paling gate. The other quotation was for £573 for a hardwood gate, this was from a local contractor. Although more expensive, it was felt that the type of gate was more in keeping with the existing gate, it would last longer and kept the business within the Parish. The gate would be guaranteed and Barwick in Bloom would be willing to paint it (provided the paint was supplied). There was a concern that there was insufficient in the budget to pay for this and it was **resolved** that the local contractor be instructed to proceed and that it be paid for from Barwick Environment Fund and any shortfall taken from the Hall Tower field budget.

**4.3 Verity Strip**

Since the last Committee meeting, the Clerk had sent another email to Barwick Cricket Club who had replied to say that they were struggling to find a contractor to undertake the work. The Clerk would email them further as the PC understood (following a meeting with Cricket club earlier in the year) that Cricket would apply for a grant from the PC who would then share the cost and a quotation obtained by the PC had been passed to Cricket Club. This had been considered in the 2022/23 budget. Cllr. Hassell suggested another local contractor for undertaking the work.

**4.4 Equal Opportunities and Diversity policy**

It was agreed that this be an agenda item at the next PC meeting and that in the meantime, the draft policy be circulated to all and Councillors be invited to submit any comments.

**4.5 Board listing all previous Chairs**

This was now complete, and permission had been granted to put it up in the John Rylie Centre.

#### **4.6 Benches policy**

A draft policy had been circulated following the last Committee meeting and there had been comments from Cllr. Cantelo. This would be circulated to the next PC meeting for formal adoption. There was discussion about the application form, rather than words, it was agreed to insert pictures (published on websites) of each type of bench available (wooden, wooden with metal ends or recycled plastic). The process is for the applicant to fill in the form and to make payment and the price is confirmed when someone orders. Locations in Barwick suggested by a former Councillor would be recommunicated. There had been a bequest and a location in Barwick had been considered – this would need LCC Highways approval.

#### **4.7 Pavilion flagstones**

A quotation had been received. The next meeting would consider this as part of the budget.

#### **4.8 Peace Flame**

In the absence of Cllr. Walsh, this was deferred to a future meeting

#### **4.9 Repair of sign in Barwick Village Hall car park**

This would be considered as part of the 2023/24 budget.

#### **4.10 Risk assessments**

Cllrs. Ragg and Ward had been going round assets in Barwick and carried out inspections. A bench in Scholes was in need of repair (junction of Scholes Lane End and York Road). This was a Leeds City Council (LCC) bench and would be reported to them.

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

No policies were reviewed at this meeting.

### **5. WORK REQUESTS**

#### **5.1 Asset Register.**

Since the last Committee meeting, the Clerk had been provided with a new laptop, a steel fireproof cash box and a spare external hard drive, a dishwasher had been bought for the Pavilion and a new bench had been fitted on Rakehill Road. The Clerk would update the Asset Register and email to the PC. It was noted that the basket swing in Barwick playground had been removed. The Clerk would pursue this with the new LCC Playgrounds and Fabrication manager. The old laptop would be properly disposed of, Cllr. Slater agreed to do this.

#### **5.2 Annual Community Infrastructure Levy report.**

It was noted that the Responsible Financial Officer (RFO) had submitted the annual Community Infrastructure Levy (CIL) report to LCC. This still left £34,814.94. The Sports Field drainage (£20,274) would be reported in the 2023 annual return but this still left £14,500 unused CIL and the five year deadline after which LCC could reclaim the money was due in March 2023. The RFO would establish whether CIL money had to be spent in the Ward in which the property development took place. Two projects were identified, a running track on Hall Tower field (using inobtrusive matting) and a playground for seven- to twelve-year-olds in Scholes near the football pitch (this would need planning permission). It was suggested that a consultation leaflet be produced with proposals for Barwick on one side and for Scholes on the other side. The RFO would email Councillors regarding this suggestion and it would then be an agenda item at the next PC meeting. Cllr. Ragg would draft something for Barwick and Cllr. Slater would do so for Scholes. The PC would be asked to approve the cost.

#### **5.3 Hedge cutting – Barwick Bowling Club/Football field**

Barwick Bowling Club were looking to get the trees cut which form the boundary between themselves and the football pitch. They had had several quotations and had been given contact details of other suggested contractors. It was agreed that they be asked to either do it themselves or apply for a grant.

#### **5.4 Notice on Scholes Sports fields that all dogs on be kept on a lead**

It was **resolved** that a notice be put up on Scholes Sports fields that all dogs on be kept on a lead, this would be done by members of the Pavilion subcommittee and the cost be taken from their budget.

#### **5.5 Automatic payment of the credit card used for Clerk's expenses**

Following concerns raised by the Internal Auditor that the Clerk was using his personal debit card for PC expenses, a Credit Card for this specific purpose was being used but the timing of PC meetings meant that there had been occasions where late payment fees had been charged and there was a concern that this would have had an adverse effect on the Clerk's credit rating as the card was in his name. It was **resolved** to instruct payment of the credit card to be taken as an automatic payment, Cllr. Ragg would update her monthly checks to include this.

#### **5.6 Pavilion matters**

A suggestion that the RFO holds a petty cash float for Pavilion matters was not supported. A successful grant application for a defibrillator was noted. The grant overfunded the cost of a defibrillator as the PC already had a spare defibrillator casing (stored in the garage).

#### **5.7 To consider renewal of the licence from the Royal Mail for postage paid envelopes.**

When the original Neighbourhood Plan was being developed, the PC had bought postage-paid envelopes to encourage consultation responses and enough envelopes had been printed to allow for any possible future consultation to take place. Postage is paid by licence at 48p for each envelope returned but is subject to an annual licence fee of £99.70 + VAT and the Committee considered whether renewing the annual licence was still necessary. The payment had been in the list of payments approved at the last PC meeting. It was agreed to ask the Chair of the Neighbourhood Plan review working party whether they had any plans for consultation which would require the use of these envelopes and if not, a recommendation would be made to the PC not to renew.

### **6. BUDGET 2023/24**

The RFO would email the Chairs of the subcommittees and ask them to submit their budget requirements for 2023/24. Cllr. Ragg would ask Councillors for their thoughts and this would be an agenda item at the next PC meeting. Suppliers would be asked for quotations.

### **7. SUBCOMMITTEE REPORTS**

The draft minutes of the Scholes Lodge Field Flame subcommittee of 22<sup>nd</sup> September 2022 had been circulated and the contents noted. The Pavilion subcommittee had met on 20<sup>th</sup> July 2022. Terms of Reference of the Pavilion subcommittee were being updated.

### **8. DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> November 2022 at 7pm in the Pavilion.

The meeting closed at 9pm.

Signed

Chair  
15 November 2022