

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

held on Thursday 25<sup>th</sup> May 2023 at 7pm in the Miner's Institute, Barwick in Elmet

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

**In attendance:** The Clerk.

The Chair welcomed everyone to the meeting.

**1 APOLOGIES.** Cllrs. P. Walsh and Williamson.

**2 DECLARATIONS OF PECUNIARY INTEREST.** None.

**3 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the Committee meeting (8/2022) held on 13<sup>th</sup> March 2023 (81-83) having been circulated, be approved, all in favour.

**4. ACTION TRACKER**

There was discussion as follows:

a. Hall Tower Hill entrance gate.

Barwick in Bloom had now painted the gate. The contractor had fitted a new latch to replace the broken one but had been unable to fit a spring which would keep the gate closed.

b. Verity Strip.

The contractor had now completed the resurfacing work. However, Cricket Club had expressed some concerns that some of the drainage pipes were exposed and had sent photographs. The contractor had been made aware and was addressing this issue. The contractor was a local firm with a trusted reputation and it was noted that there was no need to withhold payment pending the outcome of this remedial work. Cllr. Remmer advised that the surface would improve with usage as the stones would break down by rubbing against each other by being driven over and become compact. The contractor would visit the site the following day.

c. Garage and sale of barriers.

The garage had now been fully emptied of all its contents apart from the tables. The Clerk had written to a member of the Friends of Scholes Lodge Field as agreed at the Parish Council (PC) meeting giving ten days' notice. However, it was realised that this person had been away on holiday and it was agreed that the Clerk contacts this person again on the Tuesday or Wednesday following the bank holiday weekend. Regarding the sale of the barriers, it was agreed that there be an agenda item at the next PC meeting to recommend that they be relisted on eBay and Gum Tree for £15 each and if they remained unsold, that they be offered free of charge to Scholes Cricket Club or offered on social media. The alternative would be to weigh them in for the scrap value.

d. Basket swing – Barwick playground.

A resident at the Annual Parish Meeting had reported that this had now been replaced.

e. Broken sign Village Hall car park.

A quotation had been accepted by the PC at its last meeting and the contractor had been notified accordingly.

f. Dog sign on Hall Tower field.

The Clerk had not had a response from the Maypole Committee to his email of 24<sup>th</sup> April 2023. He would send a further email or ring a member of the Maypole Committee.

## 5. WORK REQUESTS

### a. Asset register updates.

The following needed to be added to the Asset Register, the memorial benches, one each in Barwick and in Scholes and the new defibrillator at Scholes Sports Pavilion. It was agreed that some lighting would be needed for the defibrillator in case it was needed at night using low energy light emitting diode (LED) bulbs. The proposed children's bookcase on Jack Heaps field would be added in due course. There was discussion about access, the Clerk would write or send an email with a read receipt.

### b. Insurance renewal.

The Committee considered the insurance renewal which was due on 1<sup>st</sup> June 2023 (having been given delegated powers to do so at the last PC meeting).

The changes to the policy were noted, in particular the removal of cover relating to cyber-attacks. Defence costs resulting from cases being brought against the PC for data loss or misuse as a result of a cyber-attack were not covered. It was agreed to keep personal data (such as that held about key fob holders) to a minimum and to regularly change passwords. It was felt that a fire risk assessment should be carried out for the Pavilion and the PC should ask the Fire Brigade to carry out such an assessment. There was discussion about the section on lifts, boilers, steam and pressure vessels and also the section about Disclosure and Barring Service (DBS) checks, it was agreed that no changes were necessary in either section. There was a section regarding review within the last twelve months of health and safety policies and it was agreed that the use of version numbers to show such reviews. It was agreed to reduce the level of cover for gates and fences from £85,237 to £60,000, for street furniture from £32,430 to £10,000 and to increase cover for sports surfaces from zero to £15,000. The Committee felt that the cover for Playground and Sports equipment was adequate. The Committee looked at the section on fireworks and bonfires. Although the PC had no plans to have a bonfire, Scholes 1<sup>st</sup> Scouts did so and therefore the Clerk would write to them to say that it was a condition of the PC insurance that Scouts notify them of any planned bonfires. There was also discussion about events on Scholes Lodge Field and the need for a usage agreement with a suggestion that the Yorkshire Local Councils Associations (YLCA) might have a template.

### c. Utility bill contract renewal.

a. The contract for the Wi-Fi at the Pavilion was due to expire on 3<sup>rd</sup> June. The Clerk had spoken to the broadband supplier (EE). The Pavilion Wi-Fi agreement was for a 50Gb usage, the average usage was 6Gb. The Clerk had been quoted £10 a month to renew on a 10Gb tariff. It was agreed that the Clerk accepts this offer.

b. The contract for the Clerk's broadband and landline was due to expire on 15<sup>th</sup> June 2023. BT had quoted a renewal rate of £47.95 per month without the hybrid back-up and £57.95 with it. Excluding VAT. The Clerk was asked to get a quotation from EE and to then go back to BT to see if they could better their offer.

c. Pavilion electricity supply. The contract for this was due to expire on 21<sup>st</sup> October 2023 and the Clerk had been called several times by two energy brokers and had shared their advice with the Committee. Although one of the energy brokers recommended signing an agreement with immediate effect (on a contract which would only commence upon expiry of the existing contract), the Committee felt that there was no need to address this until nearer the contract expiry date. It was noted that as the level of usage was modest, differences in charges by suppliers for their standing charges might deliver bigger savings than in differences between charges for actual usage.

### d. Risk assessments.

The Clerk would email Cllr. Remmer the results of the 2022 risk assessments for Scholes. 2023 risk assessments were now due.

### e. Internal Auditor's Report.

The Internal Auditor's report was noted. No adverse comments were received but the Internal Auditor commented that she had struggled to understand the income and expenditure

spreadsheets and had recommended adoption of a training policy and regular display screen equipment (DSE) checks on the Clerk's workstation.

## **6. DRAFT MINUTES OF SUBCOMMITTEES WHO REPORT TO THE COMMITTEE**

### **a. Pavilion.**

It was **resolved** to recommend to the PC that the functions of the Pavilion subcommittee be absorbed by the Committee. This would be an agenda item at the next PC meeting. The code to the gate would be changed. Cllr. Remmer agreed to take appropriate action to control growth of unwanted grass. There was a keg and some tyres which needed removal, Leeds City Council would be contacted about this. The PC Facebook and website would be used to appeal for volunteer help regarding spreading the topsoil currently in bags at the end of the car park across the football field and Cllr. Walsh would speak to members of Scholes Cricket Club to see if they would be willing to help. It was agreed that there was no immediate need to re-lay the flagstones. The mound of soil would be offered to a local farmer.

### **b. Scholes Lodge Field.**

Weed control spraying had been done that day. The field would not be cut until the weed killer had had chance to kill the dock, Cllr. Remmer would speak to Cllr. Dales.

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

10<sup>th</sup> July 2023 at 7pm in the Pavilion.

The meeting closed at 8:55pm.

Signed

Chair