

MINUTES of a meeting of the Finance and General Purposes (F&GP) Committee

held on Monday 18th September 2023 at 7pm in Scholes Sports Pavilion.

PRESENT: Councillors Kinga Ragg (Chair)
John Hayton Stella Walsh

In attendance: The Clerk.

1 APOLOGIES. Cllrs. Remmer, 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 (2/2023) held on 10th July 2023 (87-89) having been circulated, be approved, those who were there in favour.

4. BUDGET REVIEW

A review of the budget was carried out with emphasis on items where the budgeted income/expenditure differed for the actual amounts. Room hire was well below budget but this was due to venue hirers not keeping up to date with invoicing, i.e. Leeds City Council (LCC), Saint Philip's Church and the Miner's Welfare. The Clerk would contact each and request a statement. He would also see if Barwick Village Hall hire charges were competitive and establish the hire times of the Zumba class which hired the Hall on a Monday night. There would be an agenda item at the next Parish Council (PC) meeting. The Clerk would circulate a copy of the cleaner's contract to the Committee. It was **resolved** to recommend a 10% increase in precept to the next PC meeting, all in favour.

5. ACTION TRACKER

The following items had been completed since the July meeting.

- a. Verity Strip – the exposed drainage pipes issue had been resolved; the Clerk would pursue Barwick Cricket Club for payment of their agreed contribution towards the costs.
- b. The Clerk now had a SIM card for a mobile telephone. He would investigate switching this to a pay as you go tariff.
- c. Scholes Football Pitch - a sign had been put up warning users of the unsafe nature of the football field and advising that those who use the field do so at their own liability.
- d. "No smoking" and "No vaping" signs had been printed and displayed in the Pavilion.
- e. Yorkshire Local Councils Associations had been supplied with a copy of the licence for Mount Saint Mary's football club and they had given advice (having referred this to the National Association of Local Councils). The Clerk would write to Mount Saint Marys.
- f. Scholes Football Pitch - ten tons of topsoil had been purchased and put down.
- g. Insurance and Scholes 1st Scouts bonfires. It had been established that the insurance company only needs to be notified regarding events for which the PC is directly responsible.
- h. The goal posts on Scholes football pitch had been cut up. Cllr. S. Walsh would chase Cllr. Dales to see if they want some.
- i. The Pavilion inventory had been done, the "Tour De Yorkshire" signs and the double-sided electrically heated cooking grill had been disposed of, the cabinet, bar stools, outside bench, rubbish, owl box and sound system/video player had been removed. Notices had been published on Facebook and on the website giving opportunity to anyone who might have used the Pavilion in the past the opportunity to claim anything which might belong to them, and the bunting was now stored under the seats in changing rooms.

To note actions still ongoing.

- a. Nurse Bywater bench - the person who had offered to deal with this was on holiday.
- b. Scholes Football Pitch - pile of spoil at Scholes football pitch still outstanding. The Clerk would speak to the local farmer to ask him to quote for his day rates to present to the PC meeting. Another local farmer had been approached but was not interested.
- c. A price for the repair of interpretation display boards to be obtained from LCC. The Clerk had emailed the person who did the artwork for many of the interpretation display boards in the Parish and had emailed an officer at LCC about this. The officer had suggested an approach to the graffiti team.
- d. Lights not working in the Village Hall car park. The Clerk would approach LCC to get quotations.
- e. Goal posts on Jack Heaps field. Cllr. Remmer would be asked to cut them up and put the metal out for collection.

Pavilion related actions.

- f. All those who hadn't used their key fobs for over a year had been contacted resulting in one fob being returned. Those who hadn't used theirs over six months were still to be contacted.
- g. Pavilion – a laminated sign would be put up advising users that glass bottles were not allowed.
- h. Pavilion Fire risk assessment. Quotations for fire extinguishers were being sought.
- i. The Pavilion inventory had been done. Scouts were still to collect table football and the wooden ladders for their bonfire.

6. WORK REQUESTS

- a. Asset register updates.
The new sponsored bench in Scholes and the new defibrillator in Barwick would be added to the register. There was concern the quality of workmanship in the installation of the new bench, the contractor would be asked to go back and address these concerns.
- b. Risk assessments
Cllrs. Hayton and Ragg would carry out an inspection of assets in Barwick in Elmet, they would be supplied with a printed list. Cllr. S. Walsh would speak to the former Councillor who previously carried out these checks.
- c. Maintenance of the strip of land at the top of Richmondfield Mount (behind the cricket scoreboard).
Cllrs. Ragg and S. Walsh knew gardeners who could be asked to quote for this and Cllr. Ragg gave details of one of these to the Clerk who would try to get a quotation.
- d. The PC had agreed to award the Clerk backdated heating and lighting allowance.
- e. Tree root damage to a property adjoining PC land.
The insurance company had appointed a loss adjuster who had met the Clerk onsite on 5th September. They would settle any claim for repairs to the garage (if they deem the tree roots to be the cause), but if the tree is deemed to be the cause and the PC doesn't address the issue, they will not be covered against any future claims. The Clerk got a quotation for removal of the tree. It would take two days at £550 a day. The Clerk was asked to get another quotation. It was agreed that the process of getting insurance renewal quotations should start in April.
- f. Verity Strip planter.
The Clerk had received a report that the planter closest to the cricket club had been damaged. He had inspected this and found that it had been moved by about eighteen inches but appeared to be structurally sound.
- g. External Auditor's comments.
The External Auditor's report had been received and no matters had come to their attention to give cause for concern that relevant legislation and regulatory requirements had not been met.
- h. Computer software alternatives to spreadsheets for PC accounts.
It was **resolved** to make a recommendation to the PC that consideration be given to the purchase of Quickbooks accounting software for financial reporting to come into effect from April 2024. The cost of this would be about £12 a month.

6. PAVILION MATTERS

a. Missed collections of the wheelie bins.

The black bin had been emptied but the green bin had not. The Clerk and Cllr. S. Walsh had had several communications with LCC over this issue and occasionally the wheelie bins were emptied but not every time a collection was due.

b. Sign saying “No climbing”.

A quotation had been received of £80 for an A4 sized sign and £125 for A3. Cllrs. Ragg and S. Walsh agreed to make enquiries elsewhere (including the hardware shop in Garforth) and Cllr. Ragg did an internet search and found a supplier whose prices were very competitive. She showed this to the meeting and preferences about size and design were given. The Clerk would establish whether the presence of a “no climbing” sign afforded the PC some protection in the event of an accident leading to a claim being made.

c. Energy renewal.

This had been considered at the May meeting (see item 5c c, page 85). One of the energy brokers had supplied revised quotations (reflecting the reduction in energy prices since May). It was **resolved** to recommend to the PC that they accept the quotation from Corona (36-month term). It was understood that the quotations were only valid on the day of the meeting and this recommendation was subject to Corona’s offer remaining the most competitive.

7. DRAFT MINUTES OF SUBCOMMITTEES WHO REPORT TO THE COMMITTEE

a. Scholes Lodge Field subcommittee.

No meeting since the last Committee meeting.

b. Hall Tower Motte and Bailey subcommittee.

This subcommittee had met on 10th August and the draft minutes had been circulated. The grass cutting contractor had had issues with parked vehicles blocking the access gate. The Clerk had obtained a quotation for a sign saying “No parking, access required” which was identical to the “No Climbing” sign – see 6b above. The same course of action outlined above would be taken for this sign.

8. DATE OF NEXT MEETING

16th October 2023 at 7pm in the Pavilion.

The meeting closed at 8:40pm.

Signed

Chair