

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

held on Monday 13th November 2023 at 7pm in Scholes Sports Pavilion.

PRESENT: Councillors John Hayton (Chair) Stella Walsh Gillian Williamson
Paul Remmer

In attendance: The Clerk.

1 APOLOGIES. Cllrs. Ragg and P. Walsh. In the absence of the Chair, it was **resolved** that Cllr. Hayton chair the meeting as agreed at the October meeting.

2 DECLARATIONS OF PECUNIARY INTEREST. None.

3 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the Committee meeting 5/2023 held on 23rd October 2023 (94-96) having been circulated, be approved and the Chair be authorised to sign. The feedback from Councillors had been taken into account and was agreed.

Progress on matters arising which were not on the Action Tracker were considered.

- a. The third-party payroll provider was still to be advised that from April 2024, they would no longer be needed.
- b. The fair was still to be made aware of feedback from residents made on social media. They would also be asked to remove their lamp post mounted advertisements.
- c. The Clerk was to contact the contractor who had quoted for removal of the tree in the Village Hall car park to see if he could improve his quotation if he also removed a dead cherry tree on Jack Heaps Field.
- d. Cllr. Hayton was still investigating options for Christmas Lights. The Clerk had forwarded him an unsolicited email from a provider of Christmas Lights and Cllr. Hayton had completed an enquiry form on their website but hadn't heard further.
- e. Barwick Cricket Club had fulfilled their promise to share the costs of the resurfacing work done on the Verity Strip and their cheque had been banked.
- f. Cllrs. Ragg and S. Walsh and the Clerk had met online to consider earmarked reserves.
- g. There had been no progress in obtaining quotations from an electrician to check the small lights controlled by a dimmer switch, some of which had flickered on and off at the October meeting.

4. BUDGET REVIEW

This had been discussed at length at the October 2023 meeting. The Chair went through some specific items of note. A nationally agreed cost of living increase in the Clerk's salary backdated to April 2023 was noted and it was also noted that there would be a similar cost of living increase from April 2024 and this needed to be considered in the budget. It was agreed that in the interests of transparency, the cost-of-living increase be an agenda item at the December Parish Council (PC) meeting.

The budget for Quickbooks software was showing as 12 times £13, it should be £12. The Clerk would write to the football team. Consideration was given to the occasions when three quotations would be needed such as insurance renewal. It was agreed to accept the quotation from the Internal Auditor of £180 (recognising that the appointment of the Internal Auditor should be reviewed every two or three years). Following various enquires, room hire costs had been reduced as much as possible. Quotations for grass cutting of Hall Tower Motte and Bailey and Scholes Lodge Field would be sought after the Christmas break (they would be told what our budget is and asked to work to that). It was agreed to keep the existing newsletter publisher (the inclusion of a reply slip and postage paid envelope with the last newsletter for those who got their copy by post had saved a

considerable amount on postage going forward as only a few replied to say they still wished to receive the newsletter in this way). It was agreed to set up a working party to look at options for Christmas Lights in future years (this would be an agenda item for the next PC meeting). It was also suggested that there be an allowance in the budget for any plans to commemorate the eightieth anniversary of the D-day landings. There was no longer any need in the grants section of the budget for a Santa's Grotto event and that there be £1,000 for each village in the budget. There would be an agenda item at the next PC meeting to consider the budget.

5. ACTION TRACKER

a. Sponsored bench.

Cllr. S. Walsh had met the sponsor of the bench who had requested that remedial action be taken. The Clerk had then emailed the specifications suggested by Cllr. Remmer of the required corrective action to the contractor and a telephone conversation between the Clerk and the contractor had followed earlier that day. The contractor was willing to do the work required but quoted his usual day rate plus the cost of materials. The Committee felt unable to agree to this and asked the Clerk to get alternative quotations. It was felt unfair to pass the charges for corrective action on to the sponsor of the bench. It was recognised that the instructions given to the contractor were not sufficiently robust and the templates previously produced should be used.

b. Legionella checks.

Following the last meeting, the Clerk had contacted two companies who carry out Legionella checks via the enquiry forms on their websites. Cllr. S. Walsh had also supplied him with contact details of the person who does the checks for Scholes Cricket Club. A voicemail message had been left for the latter but there had been no response. One of the two contacted via their website had been in touch and provided a quotation for the initial check and for regular checks. The previous Thursday, Cllr. S. Walsh and the Clerk had had an onsite meeting with representatives of the other firm who had been contacted via their website and a quotation was awaited. Cllr. S. Walsh was trying to speak to a micro-biologist to better understand Legionella prevention. In the absence of a third quotation, Leeds City Council (LCC) would be contracted to see who they use for checks at their premises. The contract with Barwick and Scholes Football Club did not contain any clauses requiring them to carry out Legionella checks, this contract was subject to annual renewal and such a clause would be added for the following season.

c. Lighting for the defibrillator at Scholes

The Clerk had had an onsite meeting with a contractor on the day of the previous Committee meeting but this contractor had not been forthcoming with a quotation. Cllr. Remmer knew someone and would pass their details to the Clerk.

d. Alleged tree root damage to the garage of a property adjoining the Village Hall car park

This had been discussed earlier in the meeting.

e. Room Hire

This had been discussed earlier in the meeting (see budget above).

f. Goal posts on Jack Heaps Field

Cllr. S. Walsh would speak to the person who had collected the redundant goal posts from Scholes football field about doing something similar at Barwick. She would also ask if they could use their trailer to relocate a set of goal posts from Scholes to replace those on Jack Heaps Field.

g. Goal Posts Scholes

Since the last meeting, the goal posts had been delivered (25th). A quotation for installation had been received of £250 day rate plus materials. The Clerk had tried three other contractors, one declined, a message had been left with another and the third agreed to provide a quotation.

h. Fire Extinguishers for the Pavilion

A local firm had quoted £110 for a pair of 2Kg CO₂ fire extinguishers. There were cheaper alternatives on the Internet, but the prices were not like-for-like as the local firm's quotation included signage and brackets and commissioning. A local firm would be more accountable than buying online and as this was a health and safety matter, it was **resolved** to accept the quotation from the local supplier. Cllr. Remmer was willing to mount them if necessary. It was established

that there was no need for carbon monoxide warning devices as there was no gas supply to the Pavilion.

i. Pile of spoil at Scholes Sports Field.

Cllr. Remmer had agreed to use a mini digger to level this and had hoped to do so the previous weekend but circumstances prevented this. He would endeavour to deal with this the coming weekend.

j. Stone sign Scholes

Cllr. S. Walsh had emailed Scholes in Bloom on 24th October and forwarded their reply to the Clerk the same day. It was agreed to take no further action as the damage to the sign would be less apparent once it had weathered.

6. WORK REQUESTS

a. Asset register

Cllr. Hayton had been through the asset register and had walked round Barwick in Elmet and compared the PC asset register with the list supplied by LCC and recommended changes. A similar exercise was required for Scholes. Bunting would be taken off the asset register. One bench was listed as being at the Pavilion (pending installation). The Clerk would confirm the location of this bench. There was another bench without a location being shown on the asset register, it was established that this was the first memorial bench which had been fitted at the top of Rakehill Road.

b. Risk assessments

No risks requiring attention were identified this time.

7. PAVILION MATTERS

There would be an agenda item next time to consider the lighting, in particular proposals to move the switch in the far changing room to the main room and to instal another sensor. There was discussion about the number of chairs and tables. Cllr. S. Walsh would relocate the display boards. The table football would be offered to “The Tribe” youth club. Scouts would be asked if they were interested in taking the gazebo. The hatch to the roof space needed to be closed.

8. 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 since the last F&GP Committee meeting and the minutes were awaited. The frequency of grass cutting had been discussed.

c. Peace Flame subcommittee.

There was no formal meeting to report but members of the subcommittee had met to judge the three-hundred entries for the design a flag competition.

9. DATE OF NEXT MEETING

11th December 2023 at 7pm in the Pavilion.

The meeting closed at 8:15pm.

Signed

Chair