

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

held on Monday 15<sup>th</sup> January 2024 at 7:15pm in Scholes Sports Pavilion.

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

**In attendance:** Two residents, Cllrs. Dales and Gilmore and the Clerk.

**1 APOLOGIES.** None.

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

**3 MINUTES OF PREVIOUS MEETING.**

It was noted that Cllr. Remmer had was in attendance and subject to this correction, it was **resolved** that the minutes of the Committee meeting 7/2023 held on 11<sup>th</sup> December 2023 (100-103) having been circulated, be approved and the Chair be authorised to sign.

**4. BUDGET REVIEW**

There were no matters arising from the extra-ordinary meeting regarding the budget for consideration.

**5. WORK REQUESTS**

**a. Three-year financial forecast**

In accordance with paragraph 3.1 of the Financial Regulations, the Committee considered a three-year financial forecast. It was recognised that there was no formal three-year financial forecast in place and that there should be one and that there were funds earmarked for specific projects. Cllr. Ragg had proposed a list of projects (see the Committee minutes March 2023, item 4e, page 82). Since then, the road between Barwick in Elmet and Scholes (Rakehill Road) had been improved due to scalplings from the improvements to the A64/Scholes Lane road junction but verge creep meant that Leeds Road connection still needed work. Central heating at the Pavilion was suggested and funds could be used for the proposed playgrounds for older children in each village. Cllrs. Remmer and P. Walsh would meet to consider Pavilion heating.

**b. Tracking the cost/benefits of freedom of information requests.**

Cllr. Hayton had been considering the impact of Freedom of Information requests in terms of the time spent by the Clerk and Councillors in dealing with these. It was recognised that these requests were sometime useful in highlighting matters needing addressing. It was **resolved** that Cllr. Hayton keep a spreadsheet to track of both the costs and the benefits of such requests. There may be occasions when it would be necessary to ask the requester the reasons why they wanted the information.

**c. Asset register**

The Clerk had amended the descriptions of some of the items of playground equipment as the previous descriptions were vague. He had also amended the description of the land outside The Sycamores cuc-de-sac. The new goalposts had been added previously.

**d. Risk assessments**

No new risks requiring attention were identified this time. Cllr. Remmer was continuing to carry out monthly checks on the Multi Use Games Area and outdoor gym equipment and to report his findings.

**e. The Well-Being fund grant award of £992 for Christmas Lights.**

The application to the Well-Being fund for a grant of £992 for conversion of lamp posts for Christmas motifs had been successful. The Clerk was asked to use the invoice for £4,000 for the 2023 Christmas Lights as evidence of expenditure in claiming the Well-Being fund grant.

**f. Maintenance of fields.**

There was a need to get quotations for grass cutting for Hall Tower Motte and Bailey and for Scholes Lodge Field ready for the 2024 season. The Clerk had already made an approach to a firm who cut the grass for Mount Saint Mary's Football Club and Scholes Cricket Club. It was suggested that no cuts be done until the end of May for environmental reasons and that the thatch on Scholes Lodge Field be removed following the first cut of the season. There was £175 left from a £350 Community Fund grant awarded for bulbs and this had been added to the Scholes Lodge Field budget. The wooden gates at the Leeds Road entrance to Scholes Lodge Field needed replacing, metal ones were suggested. Quotations would be obtained and the name of a suggested supplier was given.

**g. Request by an allotment holder under clause 5(vii) to erect a greenhouse on his plot.**

It was **resolved** to agree a request by an allotment holder under clause 5(vii) to erect a greenhouse on his plot. There was discussion about whether to make this subject to the greenhouse being removed when the plot holder vacated his plot and it was agreed that there would be an agenda item next time to review allotment agreements including a requirement that any broken glass be removed.

**h. Village gateway entrance signs – cleaning and redoing the lettering.**

The Clerk was asked to obtain quotations for cleaning the six stone village gateway entrance signs.

**i. Use of Hallmaster software for Pavilion bookings and the possibility of sharing the multi venue version with Scholes Village Hall.**

The Clerk had been exploring the possibility of using Hallmaster software for Pavilion bookings and the possibility of sharing the multi venue version with Scholes Village Hall, see Parish Council (PC) minutes September 2023 item 7.10 page 753. Barwick in Elmet Village Hall were unwilling to share costs but Scholes Village Hall were amenable to it. The costs had been circulated ahead of the meeting. There was another option of asking the resident who built the PC website about updating the website accordingly and it was agreed that the Clerk approach him regarding costs.

**j. Renewal of anti-virus software subscription.**

Windows software has its own inbuilt antivirus software (Defender) and there was discussion whether the antivirus software installed on the Clerk's laptop was necessary. The renewal fee was £29.99 and it was felt that as this was a modest cost, it was not worth any unnecessary risk in relying solely on the Windows product and it was therefore **resolved** to renew the antivirus software licence, all in favour.

**k. Offering an unused four-drawer filing cabinet to All Saints' Church.**

In the summer of 2023, All Saints' Church had been broken into and the thieves had tried to force open a four-draw filing cabinet (whilst looking for keys to the safe) resulting in the runners of the bottom drawer becoming sprained and making the filing cabinet unusable. It was noted that the PC had a four-draw filing cabinet which it no longer used and was stored in the cellar in the Methodist Chapel. It was **resolved** to give this filing cabinet to All Saints' Church, all in favour.

**5. ACTION TRACKER**

**a. Legionella checks.**

These had been done on 10<sup>th</sup> January 2024, the showers were safe to use.

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

The conjoined trees had been felled. However, the resident of the property adjoining the Village Hall car park was now suggesting that the findings of the report required a third tree to be felled. The Clerk would email the loss adjuster to seek clarification.

**c. Allotment Association – ongoing**

**d. Getting reduced rates for the tree work above and removal of a dead cherry tree on Jack Heaps Field**

Although the tree surgeon had previously declined to offer a reduced rate on his quotations if given the go ahead to do both jobs, he had subsequently agreed to charge below his quoted amount when he came to do these jobs.

- e. Bench on Belle Vue Avenue.  
The Clerk had approached a third contractor whose name had been suggested at the December PC meeting. This contractor had initially seemed happy to quote but had emailed on 4<sup>th</sup> January 2024 to say he didn't want the work. The Clerk then contracted the contractor doing the goal posts to see if he was interested. Cllr. S. Walsh proposed another contractor and the Clerk was asked to contact him.
- f. Lighting for the defibrillator at Scholes and electrical work at the Pavilion.  
The Contractor who had met Cllr. Remmer and the Clerk on 9<sup>th</sup> December had provided a quotation for each job on 10<sup>th</sup> January 2024. It was **resolved** to accept both quotations, Cllr. Remmer did not vote due to having a personal interest.
- g. Redundant goal posts  
Cllr. S. Walsh had spoken to the person who had collected the redundant goal posts from Scholes football field to see if they could do something similar at Barwick and to see if they could use their trailer to relocate a set of goal posts from Scholes to replace those on Jack Heaps Field. They didn't fit on the van.
- h. Fire extinguishers.  
These had now been supplied, two CO<sub>2</sub> extinguishers in each changing room and a foam extinguisher in the main part of the Pavilion. The Clerk had used delegated authority regarding the foam extinguisher to save a call out charge as the original agreement had just been for two CO<sub>2</sub> extinguishers.
- i. Spoil on Scholes Football pitch.  
No progress has been made due to the wet weather.
- j. Pavilion changing rooms contents.  
The table football had gone and one of the gazebos had been given to Scouts. The leg on the other gazebo was broken so this had gone to the tip. The display boards still needed to be moved.
- k. Village Hall Car park  
The Clerk had emailed the person at Leeds City Council who does the Christmas Lights regarding who best to approach regarding the faulty light. He had replied on 16<sup>th</sup> December 2023 to say that he would take a look the following Monday. The Clerk emailed him on 12<sup>th</sup> January 2024 for an update having heard nothing further. Regarding the faded car park markings, the Clerk had submitted a query on 15<sup>th</sup> December 2023 to a company he found from an Internet search.
- l. Trees on Scholes Lodge Lane.  
The Clerk had written to the resident as agreed – see December 2023 Committee minutes, section 6e, page 102.

## **7. PAVILION MATTERS**

Barwick and Scholes football club had now signed the twenty-four-month agreement at £750 per year to September 2025. They had set up a standing order to pay the PC £62.50 a month. There was a concern that this did not cover the period when they were using the pitch at Barwick in Elmet. They needed to get the pitch markings down so that the goal posts could be put up. Cllr. Gilmore had witnessed them putting the markings down but they had now faded to the point of no longer being visible. The specialised nature of the locks meant that it had not been possible to get spare keys cut and there was a concern that if they lost the keys, then the entire locks would need changing. The Clerk would therefore write to them asking them to pay the balance of the amount in the agreement, to get their white lines done and to sign an appropriate agreement for the keys. It was noted that the pipes were not lagged.

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

None of the subcommittees which report to the Committee had met since the last meeting.

## **9. DATE OF NEXT MEETING**

11<sup>th</sup> March 2024 at 7pm in the Pavilion.

The meeting closed at 8:27pm.

Signed

Chair