

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

held on Monday 20<sup>th</sup> May 2024 at 7pm, in Scholes Sports Pavilion.

**PRESENT:**

Councillors	Kinga Ragg (Chair)		
	Karen Dales	Paul Remmer	Stella Walsh
	John Hayton	Paul Walsh	Gillian Williamson

**In attendance:** The Clerk.

The Chair opened the meeting saying that it was nice to see everyone.

**1 APOLOGIES.** None.

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

**3 MINUTES OF PREVIOUS MEETING.**

It was felt that the wording of item 5c(ii) "Change the order to lowest to highest" was confusing, it should say "Change the order of the items in this paragraph so that the lowest is shown first and the highest last". Atheistically, the use of Roman numerals for sub-paragraphs was not liked and would not be used going forwards. It was **resolved** that subject to the above amendment, the minutes of the Committee meeting 9/2023 held on 11<sup>th</sup> March 2024 (108-111) having been circulated, be approved and the Chair be authorised to sign.

**4. ACTION TRACKER.**

a. Set up an Allotment Association.

At the Playing Fields Committee in April, the person representing the allotment holders stated that the conversations he had had with some of the other plot holders was that they wanted to maintain the existing arrangement with the Parish Council (PC) but would like a subcommittee to deal with matters such as plots not being maintained and getting discounts at garden centres. The Committee were not supportive of having any more subcommittees. This would be discussed further at the next Playing Fields Committee. The Clerk had still to write to all plot holders regarding the increase in allotment rents from October 2025 and the letter would include an update of the proposals to set up a separate association.

b. Asset Register.

Cllr. Hayton had been round Barwick in Elmet comparing what was on the asset register with what was actually there (this had been reported previously). However, this was on the Action Tracker as Scholes assets needed to be similarly checked. Cllr. Hayton volunteered to do this. Bunting had been taken off the asset register but there was still some in the first changing room which would be offered to the local branch of the Royal British Legion.

c. Risk Assessments for Scholes would be an agenda item for the next PC meeting, Cllr. Hayton would undertake these.

d. Wooden gates at the Leeds Road entrance to Scholes Lodge Field.

This had been discussed at the PC meeting the previous week and to avoid duplication of discussion, would not be on the Committee agenda going forward.

e. Village gateway entrance signs.

The Clerk had tried to get three quotations as previously reported. It was suggested that the In Bloom groups be asked to clean the signs in return for a donation towards their work.

f. Hall Booking Software.

The Clerk reported that the number of ad-hoc bookings for the Pavilion was minimal and that the purchase of hall booking software allowing people to self-serve was not cost effective. This item would be reviewed in twelve months' time.

g. Village Hall Car Park – lighting.

## 5. WORK REQUESTS

### a. The notice board outside Barwick Village Hall.

At the April Playing Fields Committee, the representatives of Barwick Village Hall had raised concerns about the state of the notice board outside the Hall. They believed that it was a community notice board bought by the PC and were looking to the PC to buy a replacement or repair the existing one. The notice board was not on the PC asset register and the Clerk had never had a key to maintain content. It was **resolved** that the PC does not take on responsibility for this notice board.

### b. Village Hall car park disabled bay car park markings.

The Clerk had tried to get three quotations and two of those approached had replied accordingly. Meanwhile, Leeds City Council (LCC) had offered to redo the car park markings but as there was no financial benefit to them, the PC had no leverage to press for this. The Clerk had sent chaser emails without reply. It was agreed to get some signs to indicate that these bays were reserved for disabled car parking whilst pursuing LCC. This would be considered further if LCC had not replied by the end of August (stencils could be bought for £75).

### c. Grass cutting at Scholes.

LCC had been cutting the grass at Scholes for many years. The last time they turned up triggered an enquiry which led to them checking their paperwork and asking for documented evidence that there was agreement for them to do this. The Committee accepted that the PC may have to pay for grass cutting going forwards and the Clerk was asked to get quotations.

### d. Request by Garforth Girl's Under Fourteens football team to use the pitch at Scholes and the Pavilion.

It was **resolved** to agree that Garforth Girl's Under Fourteens football team could use the pitch and the away changing room (for toilet facilities) for £250, all in favour. The agreement would require the club to ensure that the toilet facilities were left clean. There was discussion about making their agreement co-terminus with the Barwick and Scholes Football team so that both came up for renewal at the same time, but this was felt to be impractical. The agreement would be reviewed after a year and the club would be asked to pay monthly. The agreement would require the club to provide evidence of a safeguarding policy or work frame and they would be required to provide a copy of their insurance. Cllr. P. Walsh would confirm whether the PC had any responsibilities regarding safeguarding.

### e. Request by Northern FC wanting to use Scholes pitch on a Sunday morning.

It was **resolved** to decline a request by Northern FC wanting to use Scholes pitch on a Sunday morning, all in favour. Barwick and Scholes Football team already use the pitch on a Sunday morning and there was a concern that the pitch would not sustain use by two adult teams plus the under-fourteen's juniors.

### f. New set of goal posts for Jack Heaps Field.

The Clerk had provided three quotations based on the replacement goal posts being the same size as the ones which were previously there. Cllr. S. Walsh had provided a quotation for a smaller set. It was **resolved** that a recommendation be made to the PC that grant funding be pursued, all in favour. Meanwhile, the Clerk would get three quotations for consideration at the next PC meeting.

### g. Expenses Policy.

The Expenses Policy made reference to the twelve Councillors and it was felt that the wording needed to be amended to reflect the fact that there were not this number of Councillors on the PC. It was suggested that this be changed to "all serving Councillors". There was also a query about the requirement to produce a receipt as sometimes, retailers did not provide one. It was suggested that the words "or proof of purchase" be inserted in brackets after the word "receipt". It was **resolved** to approve these two suggested changes (there was one abstention).

### h. Pavilion Wi-Fi.

The current agreement was due for renewal on 2<sup>nd</sup> June. The tariff was £14 a month but this included a twelve-month discount reducing this to £10 a month. The Clerk had telephoned EE

Mobile to see if they could extend their offer and was waiting for a call back and in the meantime, he had obtained quotations from other providers. It was **resolved** to stay with EE Mobile.

**i. “No Dogs” signs for Jack Heaps Field.**

There were three entrances to Jack Heaps Field but there was only a “No Dogs” sign at the vehicular entrance, there having been one at the ginnel entrance which was no longer there and some dog owners were exercising their dogs on the field. It was **resolved** to buy some signs saying “No dogs – Children’s Play Area”, all in favour. Signs could be attached to the wall. The Clerk would ask LCC to remove the bin near the vehicular entrance as this implied that dogs were allowed on the field.

**j. Request from an allotment plot holder to erect a polytunnel on their plot giving the Clerk delegated authority to decide on future such requests.**

Since the agenda was published, the plot holder concerned had amended their request to wanting a small shed rather than a polytunnel. It was **resolved** to give the Clerk delegated authority to respond to such request in future rather than this being an agenda item every time. There would be an agenda item next time to review the allotment agreements.

**k. To consider a plaque for the Scholes “Tommy”**

The plaque for the “Tommy” silhouette statute in Scholes had rotted and needed replacing. It was **resolved** to purchase a replacement with the wording “Lest we forget”. It was suggested that Leeds College of Art might produce one, Cllr. Ragg would send the details.

**l. Beech trees on Scholes Lodge Lane.**

It had previously been agreed that if the resident whose property adjoins Scholes Lodge Lane had the branches which overhang her property cut back by one and a half to two metres (as per the LCC tree officer’s report, planning application 23/03118/TR) and if the PC decided to balance this work by similar pruning on the Scholes Lodge Lane side, then the work would be done as a single job with both parties sharing the costs. It was **resolved** that the PC would not undertake any similar pruning on the Scholes Lodge Lane side. The resident would be notified accordingly. It was noted that a full inspection of all trees on PC land was last carried out in March 2021.

**m. Grants for trees.**

Ward Cllr. Matthew Robinson had given Cllr. P. Walsh a contact regarding urban coverage. He was looking to replace trees which had been cut down with trees which were more mature than those available from other sources. It was **resolved** to make a recommendation to the PC to allow Cllr. P. Walsh to investigate the possibility of making an application. The next newsletter would invite residents to suggest suitable locations and there would be a post on the PC website along the same lines. There would be an agenda item next time to consider saplings. LCC would be asked for a report.

**n. £10 donation.**

A resident had paid a £10 deposit for two key fobs. When contacted by the Clerk to say that this was no longer necessary, the resident declined the offer of a refund and requested that the deposit be used to buy something. It was **resolved** that a tree be bought to go on Jack Heaps Field. Cllr. P. Walsh would buy one.

**o. Use of Hall Tower for the lighting of a beacon to commemorate the eightieth anniversary of the D-Day landings.**

It was **resolved** to grant permission for Hall Tower Hill to be used for the lighting of a beacon to commemorate the eightieth anniversary of the D-Day landings, evidence of appropriate risk assessments would be sought.

**p. Transferring money from the Lloyds account to take it below £85,000.**

It was **resolved** to transfer money from the Lloyds account to the interest earning Barclay’s account to take the balance below £85,000. There would be an agenda item next time to look at savings accounts.

**q. Asset register.**

This had already been discussed, see 4b above.

**r. Risk assessments.**

These had already been discussed, see 4c above. In addition, there were concerns regarding health and safety issues on Hall Tower field. Bushes on the boundaries were coming out and encroaching onto the field and needed cutting back, especially near the area where the children

taking part in the Maypole Festival sit. This would be an agenda item next time and, in the meantime, quotations would be sought. The mound had been cut but the moat at the bottom had not been done. The contractor had not yet been paid and would be asked about this. There was also a concern about a piece of iron rail, the gap needed to be filled as it was a trip hazard. It was **resolved** that a sign saying “Uneven ground” be obtained. There would be an agenda item at the next PC meeting to consider sink holes on Scholes Lodge Field noting that if this is considered urgent, the Clerk is authorised to instruct anything to the value of £1,000 subject to documented approval of the Chair of the PC and the Chair of the Committee.

## **6. PAVILION MATTERS**

- a. Portable Appliance Testing (PAT) had been done and a new kettle bought.
- b. A hygiene inspection by LCC had been done on Thursday 16<sup>th</sup> May 2024 (i.e. when the Post office was operating, and drinks being served). There were no issues of concern, and the venue would be delisted, i.e. removed from the schedule of inspections.
- c. Review the Pavilion heating – this was ongoing.
- d. The Wi-Fi contract was due for renewal – see 5h above.

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

It was noted that the Peace Flame subcommittee had met on 3<sup>rd</sup> May 2024 and was due to meet again on 24<sup>th</sup> May 2024.

It was noted that the Hall Tower Motte and Bailey subcommittee has been disbanded following a decision at the Annual Parish Council meeting.

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

8<sup>th</sup> July 2024 at 7pm in the Pavilion.

The meeting closed at 8:25pm.

Signed

Chair