

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

held on Monday 21<sup>st</sup> October 2024 at 7pm, in Scholes Sports Pavilion.

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

**In attendance:** Cllr. Foxcroft and the Clerk.

**1 APOLOGIES.** Cllrs. Dales and Shoestring.

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

**3 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the Committee meeting 3/2024-25 held on 8<sup>th</sup> July 2024 (121-125) having been circulated, be approved and the Chair be authorised to sign.

**4 BUDGET.** This item was deferred to the November meeting where it would be the main agenda item. The Peace Flame budget would be considered and the sports clubs pre-warned.

**5. ACTION TRACKER.**

The following actions had been completed since the September meeting.

- a. Cllr. Hayton had been through the asset register and had walked round Scholes and compared the PC asset register with the list supplied by Leeds City Council (LCC) (A3).
- b. The action to offer bunting to the local branch of the Royal British Legion (some of which had been in the first changing room) had been completed (A4).
- c. Garforth Villa Blues Girl's Under Fifteen's Football Club had provided evidence of a safeguarding policy (A7 and A16).
- d. The "No Dogs" signs had been fitted at the entrances to Jack Heaps Field by Cllr. Remmer.
- e. Allotment renewal letters had gone out advising plot holders of the changes to the agreement and giving them the contact details held by the Clerk and asking them to advise the Clerk of any changes (A23). The letter advised of the rent increase due from 1<sup>st</sup> October 2025.
- f. The presentation of the Action Tracker had been changed to show completed actions separately (A61).
- g. The grass on Scholes football pitch and cricket pitch had been cut on 19<sup>th</sup> September 2024. (A64).
- h. Cllr. Remmer had addressed the issue of the dangerous metal spikes on Hall Tower Field (A67).
- i. The lady who did yoga had been advised of the decision of the Committee to allow her to store equipment at the Pavilion (A68).
- j. The suggestion that the address used by HM Land Registry should be the Pavilion had been put on an agenda for the Parish Council (PC) (A69).
- k. Cllr. Hayton to investigate content of the asset register, in particular, the lectern type interpretation display boards. Cllr. Hayton had done this (A57).

The following actions were still ongoing.

- l. Cllr. Dales had been contacted by Cllr. S. Walsh and asked not to get a wooden plaque for the "Tommy" silhouette statute in Scholes (as had been agreed at the September meeting). Instead, a metal one made from recycled metal had been ordered at £20 and a local resident had offered to fit it.
- m. Quotations had been received for the Pavilion heating. There was one quotation for solar panels and one for an air source and radiator system. There was discussion about the effectiveness of heat pumps noting their high energy consumption and that Pavilion usage is

quite modest. There was a suggestion of using an energy consultant and Cllr. Williamson agreed to research this option. Cllr. Remmer would get a quotation for an electrical option. Cllr. Ragg would get more quotations for heat pumps. It was noted that Leeds Solar also do wind turbines. Cllr. P. Walsh would get a revised quotation from Leeds Solar just for solar panels (they had previously quoted one or two years previously). Quotations would be sought from Farndales.

- n. Interpretation Display Boards – cleaning and repair and removal of graffiti. No progress since the last meeting. Cllr. Dales knew someone who had cleaned the signs previously (A21).
- o. Barwick Playground graffiti. The Clerk had emailed the LCC Playgrounds and Fabrications Manager to chase a response to his email of 3<sup>rd</sup> September. The Playgrounds and Fabrications Manager had replied to say that graffiti removal was the responsibility of the area housing office. Cllr. P. Walsh agreed to remove the graffiti himself (A22). The Clerk has reported this to the Police (crime number: 13240479287) and emailed the resident accordingly.
- p. Hedge cutting of Barwick allotments (A63) and tidying up the land at the top of Richmondfield Mount (A25). The Clerk had sent an SMS text message to the contractor on 19<sup>th</sup> September 2024 to confirm that his quotation had been accepted and was awaiting a response. He would send him an email and copy in Cllr. Remmer.
- q. Councillors to consider what jobs would need doing and to put these forward for consideration (A26). This was an agenda item – see 6b below. The contract for the football club would be checked.
- r. Termination of the cleaner’s contract (A40). The cleaner had been paid for the cleaning she had done and the Clerk had emailed her on 30<sup>th</sup> September 2024 to let her know and to request the return of the keys. He would chase her again. It was noted that a new hoover was needed. It was agreed to get quotations for ad-hoc cleaning of Barwick Changing Rooms and Scholes Sports Pavilion.
- s. The Clerk was asked to write to former Cllr. Hassell to ensure that PC assets were not still being stored on her property (A58). Cllr. S. Walsh had spoken to Mr. Hassell on the previous Saturday. He recalled seeing a sprayer. It was agreed to remove this item from the asset register and to consider this item as completed.
- t. Replacement parts for the goal posts on Jack Heaps Field. There had not been a response to the Clerk’s email of 30<sup>th</sup> August 2024 (A59). The Clerk would chase up.
- u. Cllrs. Dales and Ragg to obtain the details of people who could clean the Pavilion be on an ad-hoc basis (A60). This had been discussed earlier in the meeting – see 5r above.
- v. The Clerk to put a form on the website for completion by residents inviting them to put forward suggested locations where trees could be planted (A62). This had been done (the Clerk had experienced some technical issues whereby users completing the form were prompted for a user identification and password, this issue was now resolved). Suggested locations were the Community Orchard and Jack Heaps Field. Cllrs. Foxcroft and Ragg agreed to liaise with each other to plant trees on Jack Heaps Field. Cllr. Williamson would help with locations.
- w. Electricity supply for Barwick in Elmet changing rooms (A65). The Clerk had made enquires with Octopus Energy as agreed at the last meeting but found them difficult to deal with as they didn’t seem to understand the commercial nature of the property (e.g. asking how many bedrooms the changing rooms had). The Clerk therefore advised E-On that their quotation had been accepted.
- x. Strategic Plan (A65). The Clerk would send the list he had previously sent to the Chair of the Committee.
- y. Stile onto Scholes Lodge Field (A66). The Clerk would write to the four co-owners (as shown on land registry documents) of 45 Main Street the title deeds of which included the public right of way. There had been two quotations, one between £9,000 and £10,000 and one between £2,000 and £3,000.

## 6. WORK REQUESTS

### a. Request by an allotment plot holder to have a small shed and a greenhouse on his plot.

It was **resolved** to agree to a request by an allotment plot holder to have a small shed and a greenhouse on his plot.

### b. Jobs for the Pavilion, Hall Tower Field, Jack Heaps Field and other assets.

The lease for Barwick Village Hall had been checked and it was confirmed that liability for external maintenance was with the Village Hall.

It was agreed that a quotation should be sought for all the jobs identified. Scholes Sports Pavilion and Barwick Changing Rooms would be added to the bullet point list.

An asbestos report would be needed for each building, Cllr. Remmer agreed to send a list of those who do this work to the Clerk. Scholes Sports Pavilion was built in 2006 and would therefore not have asbestos. Cllr. Foxcroft agreed to carry out an inspection of Barwick Changing Rooms. Paragraph seventeen of the list produced by Cllr. Hayton would list the buildings.

Paragraph eighteen was not needed, this related to the Peace Flame and this was looked after by members of the Peace Flame subcommittee.

Cllr. Hayton's list was not exhaustive and other assets needing maintenance were suggested, notice boards, the Japanese gardens, the piece of land near Crossland Mews and the gates at the entrance to Hall Tower field.

Cllr. Williamson would compile a list of jobs taking the discussions of the September and October Committee meetings into account. Some jobs would be identified as simple jobs and others as more complicated. It was suggested that the list be a list of jobs which needed doing over the course of a year. This would be discussed further as an agenda item at the December Committee meeting and would include employment of an ad-hoc cleaner.

### c. Asset register.

One change was suggested, see item 5s above.

### d. Risk assessments.

No specific items were identified this time. The Clerk would check "The Circuit" to ensure the defibrillators were all registered as available.

## 7. PAVILION MATTERS

It was **resolved** that there be a special offer of 50% off Pavilion hire for events running to the end of January 2025. Discussion of other Pavilion matters would be put on hold for now and considered further as an agenda item for the December meeting.

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

There were no subcommittee meetings to report but there had been a Peace Flame event on 21<sup>st</sup> September 2024 relating to the flag.

## 9. DATE OF NEXT MEETING

11<sup>th</sup> November 2024 at 7pm in Scholes Sports Pavilion.

The meeting closed at 8:25pm.

Signed

Chair