

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

held on Monday 10<sup>th</sup> March 2025 at 7pm, in Scholes Sports Pavilion.

**PRESENT:** Councillors Kinga Ragg (Chair)  
Brian Foxcroft John Hayton

**In attendance:** The Clerk.

# 1 APOLOGIES.

Cllrs. Dales, Remmer, Shoesmith, P. Walsh and S. Walsh.

## 2 DECLARATIONS OF PECUNIARY INTEREST.

None.

**3 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the Committee meeting 6/2024-25 held on 20<sup>th</sup> January 2025 (130-132) having been circulated, be approved and the Chair be authorised to sign.

#### 4. ACTION TRACKER.

The following actions had been completed since the January meeting.

- a. Pavilion cleaner. The draft minutes of the Parish Council (PC) meeting of 3<sup>rd</sup> March 2025, item 7.4 (page 839) refers. (A60).
- b. Grass cutting contracts. The draft minutes of the PC meeting of 3<sup>rd</sup> February 2025, item 7.3 (page 832) refers. (A101).

The following actions were still ongoing.

- c. Poor condition of the interpretation display boards. The Clerk will contact Vicky Nunns of Leeds City Council (LCC) Climate, Energy and Green spaces would be asked who does this for LCC. (A21).
- d. Graffiti at Barwick Playground. Cllr. Ragg had bought a spray and cleaned the worst of the graffiti, a small section of letters remained (A22).
- e. Request from a resident to clear the growth of vegetation at the top of Richmondfield Mount. The contractor who was supposed to be doing the allotments had included this in his quotation but neither job had been done. There was a resolution in the minutes of the Committee meeting of 9<sup>th</sup> September 2024, item 7(c)(b), page 124 that a quotation from Four Seasons Home Improvements be accepted for this work in the event that there was no reply from the contractor doing the allotments and it was agreed that Four Seasons Home Improvements be instructed accordingly. (A25). The Clerk will contact the contact from J Hayton and ask him to do the work if costs the same or less as previous quotes.
- f. Consideration of jobs which could be put forward so that a list of ongoing maintenance jobs could be compiled. Cllr. Foxcroft had taken over this action following the resignation of the Councillor previously dealing with this. The Clerk would email him a list of jobs to include bench maintenance (A26).
- g. Pavilion cleaner. The former cleaner had still not returned the keys. The Clerk would try to get her telephone number from the former Councillor who engaged her services (A40).
- h. Broken goal posts previously on Jack Heaps Field. An alternative option was being pursued, the draft minutes of the PC meeting of 3<sup>rd</sup> March 2025, item 6e (page 838) refers. (A59).
- i. Cutting the allotment hedges. The contractor had been notified on 19<sup>th</sup> September that his quotation had been accepted but the work had still not been done in spite of telephone call and SMS text message contacts. The Clerk had tried another contractor but as it was now after 1<sup>st</sup> March (bird nesting season), he declined to do the work. One plot holder was sending emails expressing frustration. It was agreed that an explanation of this be put in the next

newsletter and on the website (by the Clerk), Cllr. S. Walsh would be emailed accordingly. (A63).

- j. Grass cutting of Scholes football and cricket pitches and the Scouts area. The Clerk would email Ward Cllr. Robinson to seek confirmation that LCC would be cutting the grass in 2025. (A64).
- k. Stile onto Scholes Lodge Field. This item would be considered as completed from a Committee point of view as this would be an agenda item for full PC meetings in future (A66).
- l. Pavilion Heating. The electrician who had done the five-yearly inspection of Barwick changing rooms would be asked if he could quote for fitting radiators (The Clerk will contact him and also the contacts from J Hayton if required). The heating would include options to either turn off the heating remotely or to have timer switches to prevent the heating being accidentally left on by users. The football team would be reminded to check that radiators were turned off when they had finished using the changing rooms. The Clerk will estimate the energy that should have been used vs the used one and ask the football team for a contribution due to the heater that was left on. (A98)
- m. Barwick playground – see item 5d below (A100)

## **5. WORK REQUESTS**

### **a. Review of the Strategic plan and its financial impacts.**

The aspects of the Strategic Plan were considered as follows;

- 1. Engage workers or group or volunteers to conduct regular work.  
A recent approach by a litter picking group was noted. They required purple bags, high visibility jackets and litter grabs. Cllr. Hayton suggested a Barwick resident who had previously expressed an interest in community work such as restoring benches, he would be contacted accordingly. There would be an appeal for volunteers on the website. The only cost for this line of the Strategic Plan would be the cost of the materials. The Clerk will contact the litter picking group this week to confirm the support we would like to offer.
- 2. Fabric of Scholes and Barwick Sports Facilities/heating systems.  
Now that solar and heat pumps had been ruled out, it was agreed to put £1,000 as the anticipated cost.
- 3. Support and encouragement of Parish sports clubs.  
This would be discussed at the next meeting of the Playing Fields Committee (14<sup>th</sup> April). There was a suggestion that they could have stalls at the Maypole festival but the website/Facebook page of the Maypole Committee specifically advised viewers not to apply for stalls as there was no capacity for any more. it was agreed to put £500 as the anticipated cost.
- 4. Provision of bus shelter in Barwick opposite the Post Office.  
The LCC Conservation Officer would be contacted for advice on a suitable small bus stop design. It was agreed to put £5,000 as the anticipated cost of this.

### **b. Review of 2024/2025 spend.**

A report had been circulated showing spend in the financial year to date and anticipated spend to 31<sup>st</sup> March. The report showed all expenditure, but it was noted that some would be offset against income (e.g. allotments rent). The Christmas Lights were showing as over budget. Cllr. Ragg advised that the Internal Controls document she used in checking the accounts did not reflect the change to Quickbooks software. Cllrs. Hayton and Ragg would have a remote access meeting to discuss a revision of this document. Cllr. Hayton noted that the Quickbooks report seemed to suggest that Watson's Amusements had not paid for the ground rent of Jack Heaps Field. The Responsible Financial Officer was certain that they had done so and would check that the payment had been categorised correctly.

### **c. Review of required maintenance jobs.**

There was discussion about the coming Maypole festival and the jobs associated with Hall Tower Field. The grass cutting contractors would be reminded to ensure that the mound and the flat were cut in time for the event. The Maypole Committee representatives had expressed concern

to the PC about brambles at the far end of the field. The contractor who dealt with the hedge clippings on Jack Heaps Field would be asked if he could quote for doing this. If this work is below £300 the Clerk will order it so it is done in time.

There would be an agenda item for the April PC meeting to consider any maintenance work. Bench maintenance was also considered. Cllr. Foxcroft would make enquiries regarding high visibility jackets.

**d. Request by LCC that the PC contribute towards the cost of playground repairs.**

Vicky Nunns (see item 5c above) had advised that the repairs to the playground wet pour would be £3,508 and was looking for a contribution of £1,000. Ward Cllr. Robinson had proposed that he would find £500 of this and had asked the PC to pay the remaining £500. It was **resolved** not to contribute anything on the basis that a previous resolution to this effect could not be reversed for six months as per Standing Orders and it still had a further four months to go. It was also felt that a 2003 letter from the then Playgrounds and Fabrication manager made it clear that LCC accepted responsibility for all repairs to Barwick playground. It was noted that the swings had been fenced off by LCC but a recent email from a resident suggested that the entire playground had been fenced off. A schedule for repair was discussed.

**e. Insurance quotations.**

Three insurers were being pursued but so far, only one had supplied a quotation. The one who had quoted had given an option to renew with a three-year tied in period. The Clerk would try to get each insurer to give a baseline quotation with and without the inclusion of Scholes allotments. There would be an agenda item at the April PC meeting to give the F&GP Committee delegated authority to make a final decision on insurance.

**f. Asset register updates.**

There had been no changes in assets since the meeting of 20<sup>th</sup> January 2025.

**g. Risk assessments. To note any work which needs doing.**

There were no items identified as needing repair.

**6. PAVILION MATTERS**

Ways to increase Pavilion usage were discussed. It was noted that the Personal Trainer was hiring the Pavilion less. She was being charged £6.60 per booking for one to three bookings per week, £5.50 per booking for four to six bookings per week, £4.40 per booking for seven to ten bookings per week and £3.30 per booking for more than ten bookings per week. It was **resolved** to charge her £4 per booking regardless of the number of bookings made per week for a special offer period of three months. The start date of this offer would be March or April 2025 as agreed with the Personal Trainer. Bygone Bikes would be contacted to see if they wished to book again in 2025.

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

There hadn't been any meetings of the subcommittees which report to the F&GP Committee since the F&GP Committee meeting of 20<sup>th</sup> January 2025.

**8. DATE OF NEXT MEETING**

19<sup>th</sup> May 2025 at 7pm in Scholes Sports Pavilion.

The meeting closed at 8:11pm.

Signed

Chair