

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

held on Monday 14th July 2025 at 7pm, in Scholes Sports Pavilion.

PRESENT: Councillors Kinga Ragg (Chair) Paul Remmer Paul Walsh Stella Walsh

In attendance: The Clerk.

1 APOLOGIES.

Brian Foxcroft, Chris Shoesmith, Karen Dales and Phil Maude.

2 DECLARATIONS OF PECUNIARY INTEREST.

None.

3 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the Committee meeting 1/2025-26 held on 19th May 2025 (136-138) having been circulated, be approved and the Chair be authorised to sign.

4. ACTION TRACKER.

The following actions were still ongoing.

- a. Poor condition of the interpretation display boards. One of the names suggested by Cllr. Foxcroft at the May meeting, Fastsigns, had replied. They were willing to provide advice on cleaning the signs but needed photographs. The Clerk would reply accordingly (A21).
- b. Consideration of jobs which could be put forward so that a list of ongoing maintenance jobs could be compiled. The Clerk had produced a list and sent it to Cllr. Foxcroft. It had been copied to all other Councillors for feedback and Cllr. Dales had made suggestions (A26).
- c. Broken goal posts previously on Jack Heaps Field. The Clerk met with a Barwick resident who had offered to make the three missing pieces necessary to repair the goals (having seen the appeal for help on social media). One of the missing pieces matched a part not missing so the resident took this as a template. However, this was not possible for the other two missing pieces which matched each other. The Clerk would obtain the measurements of these parts so that the resident could make them (A59).
- d. Cutting the allotment hedges. The Clerk would obtain quotations so that work could be done as soon as possible following the end of the bird nesting season. The Clerk was empowered to accept a quotation up to £1,000 without having to seek formal approval (A63).
- e. Pavilion Heating. The electrician whose quotation had been accepted had been notified of the work which had been agreed (as shown on item 4m in the minutes of the May meeting, page 137). He had emailed the Clerk on 8th July to say that he would be in touch in the week following his email. This item would be considered as completed on the Action Tracker going forward as there was no further action needed by the Committee (A98).
- f. Stile onto Scholes Lodge Field Three options were being considered including a design done by Cllr. Foxcroft which would cost about £2,000. The September newsletter would give residents the opportunity to comment. Planning permission would be needed; therefore a drawing would be made and submitted to the Local Planning Authority. Cllr. S. Walsh had spoken to the Leeds City Council (LCC) Conservation Officer. It was thought likely that grant funding would be available to avoid the cost coming out of the budget and a resident had offered to contribute (A66).
- g. Cllr. S. Walsh had bought some flowers and a card for former Councillor Gillian Williamson in appreciation of her contribution to the Parish (A99).
- a. Barwick playground. Cllr. S. Walsh would make an approach to Vicky Nunns, of LCC Climate, Energy and Green spaces, to arrange an onsite meeting in August following which, she would be invited to attend the September meeting of the PC. Cllr. S. Walsh was also looking at

private companies as it was felt that the PC should not assume that a playground fitted by LCC would necessarily be the best value for money. Cllr. S. Walsh would be notified of who did the Multi-Use Games Area. The measurements would be needed and it was suggested that Cllr. Foxcroft might have a piece of equipment suitable for this (A100).

- h. Request for support from a litter picking group in Barwick. The Clerk would source these from a resident who had organised litter picking in Scholes but was given authority to buy litter pickers if this was not resolved by the end of the week. The need for appropriate risk assessments was noted (A105).

5. WORK REQUESTS

a. Payroll provision.

An offer by a former Councillor to continue to do the payroll as he had done when he had been a Councillor was considered. In particular, the Committee considered the advice given by the Yorkshire Local Councils Associations which had been sought due to the fact that the former Councillor was willing to do the payroll but was not looking to sign a formal agreement. It was **resolved** to accept the offer of the former Councillor for the remainder of the financial year, there would be an agenda item for the January 2026 meeting to review this for 2026-27.

b. Changes to the Annual Governance and Return (AGAR) document.

The changes to the Annual Governance and Return (AGAR) which come into effect in 2026 were noted. The need to have a .gov.uk or .org.uk domain name was noted, and it was recognised that this requirement was already being met as the Clerk's email address was compliant with the new requirements. Councillors did not have email addresses using such domains and there was no statutory requirement for them to do so but nevertheless, in future, any new Councillors would be asked to set up a PC specific email address using one of the recommended domain name formats. This would be an agenda item for consideration at the next ordinary PC meeting.

c. Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return (AGAR).

It was noted that the Notice of Public Rights and Publication of Unaudited AGAR has been published on the Parish Council (PC) website and in the notice board in Barwick commencing on 26th June and ending on 6th August 2025.

d. Football club rents for the 2025-26 season.

The Working Party appointed at the Committee meeting of 19th May 2025, led by Cllr. P. Walsh (see the minutes, item 5c, page 137), had produced a report showing a breakdown of all the costs associated with maintaining the pitch and changing room facilities in each village. The maintenance costs for Barwick were £3,109.31 and for Scholes, were £2,899.97, a total of £6,218.62. Although it was recognised that the role of the PC was to provide facilities for the community rather than make a profit, it was felt that the amount charged annually to date was well below the above running costs and also well below what these clubs would have had to pay to use equivalent facilities elsewhere therefore, the clubs should pay more. Revised prices were agreed. It was **resolved** that a recommendation be made to the PC to increase the hire charges to the clubs as discussed and in the meantime, Cllr. P. Walsh would summarise the discussions and produce an appropriate report for consideration at the forthcoming extraordinary meeting of the PC. The proposed agreement would include clauses for heating left on or water left running and allow an annual review. There would be a separate line in the 2026/27 budget to show the level of subsidy the football clubs were being given.

e. Clerk's broadband and landline agreement.

The Clerk's broadband and landline agreement had been due to expire on 4th July and, after looking at the prices quoted by other suppliers, he had renewed with TalkTalk on a deal costing £20.95 a month (twelve-month contract). However, calls were not part of this tariff which were 5.5 pence per minute to landlines and 9.95 pence per minute to mobile telephones. At the PC meeting the previous Monday, it was noted that the fourteen-day cooling off period had not expired, and the Clerk had been empowered to find an alternative to include telephone calls up to £25 a month. The Clerk had not managed to find anything below this amount. The Committee

therefore considered the prices on the price comparison document circulated, it was **resolved** to accept the BT offer of £29.95 a month (twenty-four-month contract term).

f. Asset register updates.

On Maypole Day (26th May), Jack Heaps Field was being used as a car park. On leaving one of the cars had badly damaged the socket in which the bollards go into making it impossible to replace the bollard and leaving the field only protected by one bollard. When the Clerk went to open up Jack Heaps Field so that it could be used as a car park for Barwick in Bloom Open Gardens Day (22nd June), he discovered that the remaining bollard had been severely damaged. It appeared to have been hit and the part below ground level which goes into the socket was barely attached to the upper part of the bollard. He had therefore ordered a replacement (including socket) which had arrived the Friday before the meeting. Cllr Remmer volunteered to help the Clerk to fit the bollard in place. The asset register would be updated appropriately.

g. Risk assessments.

- a. A resident had sent photographs showing damage to the concrete platform at the top of Hall Tower Hill. There were lumps of concrete lying around and holes where the concrete had previously been. The opinion of Cllr. Foxcroft would be sought about this matter.
- b. Cllr. P. Walsh was continuing to carry out regular inspections of the playground equipment. The top of the van had come off. Cllrs. Remmer and P. Walsh would deal with this.

6. PAVILION MATTERS

It was noted that the three-month reduced hire rate of £4 an hour for the personal trainer agreed at the March Committee had expired. It was **resolved** to change her £5.50 an hour until such time as there was an agenda item for the Committee to reconsider the rates charged.

7. SUBCOMMITTEES WHO REPORT TO THE COMMITTEE

The minutes of the meeting of the Scholes Lodge Field subcommittee of 26th April 2025 and the draft minutes of the meeting of the same subcommittee dated 2nd May 2025 had been circulated ahead of the Committee meeting and the contents were noted. There had been a request for an area of grass to be kept short and goal posts to be provided.

8. DATE OF NEXT MEETING

8th September 2025 at 7pm in Scholes Sports Pavilion. Two policies of the PC (possibly the Social Media Policy and one other) would be considered in accordance with bullet point 2c of the Terms of Reference of the Committee.

The meeting closed at 9pm.

Signed

Chair