MINUTES of a meeting of the Finance and General Purposes (F&GP) Committee
held on Monday 8th September 2025 at 7pm, in Scholes Sports Pavilion.

PRESENT:	Councillors	Kinga Ragg (Chair)		
		Paul Walsh	Phil Maude	Stella Walsh

In attendance: One member of the public and the Clerk.

It was **resolved** that under section 100 (A)(4) of the Local Government Act 1972, that press and public be excluded from the meeting whilst agenda items 5e and 5h were being discussed on the grounds that these items involved the likely disclosure of exempt information, as set out in the relevant paragraphs of Part 1, Schedule 12A of the Local Government Act 1972 and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

It was agreed to change the order in which items were taken in accordance with Standing Order 10a(vi) so that items 5e and 5h be taken at the end of the meeting.

1 APOLOGIES.
Brian Foxcroft, Chris Shoesmith, Karen Dales and Paul Remmer.

2 DECLARATIONS OF PECUNIARY INTEREST.
None.

3 MINUTES OF PREVIOUS MEETING.
It was **resolved** that the minutes of the Committee meeting 2/2025-26 held on 14th July 2025 (139-141) having been circulated, be approved and the Chair be authorised to sign.

4. ACTION TRACKER.

The following actions were still ongoing.

a. **Getting quotations for cleaning the village gateway entrance signs (A17).**
The Clerk had contacted the contractor who had done this work previously and was awaiting a reply.

b. **Interpretation Display Boards (A21).**
Two of the names suggested at the July meeting had previously been contacted in 2023 (the person who did the artwork and the person who supplied the lecterns). One of the other contractors suggested had asked for photographs and these had been supplied but nothing further had been heard, the Clerk would chase this up. Cllr. S. Walsh suggested someone she knew through the Peace Flame group and would make an approach. The person who did the artwork would be asked about the artwork.

c. **List of ongoing maintenance jobs (A26).**
Cllr. Foxcroft was dealing with this, in his absence, this was deferred to another meeting.

d. **Broken goalposts on Jack Heaps Field (A59).**
The supplier had now supplied the missing pieces of framework, and the Clerk had met with a local resident who had volunteered to help assemble the goals. It was discovered that some of the plastic connectors were either missing or broken. The supplier was based in Sheffield, and the resident was working on a job in Rotherham and volunteered to visit the address of the suppliers and collect the necessary parts. The Clerk would make further contact with the resident if he had heard nothing further by Wednesday 10th September.

e. **Cutting the allotment hedges (A63).**
The Clerk had contacted three contractors who names had been suggested at the July meeting and was awaiting replies. The resident in attendance suggested another name and the Clerk would try the other contractors again that week if he had heard nothing further.

f. **Stile onto Scholes Lodge Field (A66).**
The Chair of PC to seek advice regarding planning permission which may be needed. Consultation with residents will be undertaken.

g. **Barwick playground (A100).**
An onsite meeting with Vicky Nunns, Climate, Energy and Green spaces, Leeds City Council (LCC) and one of her work colleagues had been arranged for 10th October at 10am. Cllr. Ragg had been taking photographs of playgrounds that she had seen. Cllr. P. Walsh had visited playgrounds at Boston Spa and at Deepdale. The deeds would be checked to clarify responsibility for the boundaries (Barwick in Bloom had recently cut the hedges so may already have this information). Cllr. S. Walsh would speak to the Tennis Club.

h. **Litter picking group (A105).**
The Clerk had contacted the person wanting to set up a litter picking group regarding grabbers, high-vis jackets and purple bags. The person had replied to say that he would post a request for volunteers on Facebook. It was agreed that this be taken off the Action Tracker as it was not possible to do anything further until the resident had established a group of volunteers.

i. **Inspections of the playground equipment (A108).**
The top of the van had come off and needed making safe. Cllr. P. Walsh would attempt another inspection in the coming week.

5. WORK REQUESTS

a. **Review of the Social Media Policy and the Terms of Reference of the Committee.**
The Social Media Policy was reviewed. It was agreed to change references to “Twitter” to “X”. Regarding bullet point 2, it was agreed that Cllr. P. Walsh be the moderator and that references to Councillors as moderators be changed to a Councillor as moderator. It was noted that in addition to the official Parish Council (PC) Facebook page, there was another similar notice board page. It was agreed that the notice board page be removed. It was **resolved** to adopt the revised Social Media Policy to incorporate the above changes.
Regarding the Terms of Reference of the Committee, it was **resolved** to adopt the existing version of the Terms of Reference with just one change, i.e. changing the requirement for an annual review of this document to biannual.

b. **Adoption of an Information Technology Policy.**
A draft Information Technology Policy had been circulated ahead of the meeting and it was **resolved** to make a recommendation to the full PC that this be adopted.

c. **Electricity supply at Barwick changing rooms and Scholes Pavilion.**
Quotations had been received from two brokers, one of whom had given several options of suppliers and contract lengths. It was **resolved** to go with twenty-four-month contracts in both cases and to go with Smart Fix for the Pavilion (zero standing charges and £0.30890 day rate) and with British Gas Lite for Barwick Changing Rooms (42p per day standing charges and £0.29170 day rate). This was subject to reassurances that these prices were fixed for two years and there were no hidden clauses allowing higher rates to be implemented. A quarterly meter reading would be taken.

d. **Repair the damage to Hall Tower Field.**
It was **resolved,** in the interests of public safety, to instruct Cllr. Foxcroft to make immediate arrangements for the repairs to the damage caused by vandalism to the top of Hall Tower Hill at an estimated cost of £750.

e. **Review of automated payments.**
A full list of automated payments was presented to the Committee in accordance with items 6.7 (Direct Debits) and 6.8 (Standing Orders) of the Financial Regulations (the review of these payments to be renewed by resolution of the Council at least every two years). The Committee had been given delegated authority to review these payments at the PC meeting of 1st September 2025 (item 8.2, page 863 refers). It was **resolved** to approve the continued payment of these contractors/suppliers by the automated methods already established.

f. **Sports club rents for 2026-27.**
The variation in the terms of the leases was noted with the Barwick Clubs needing three months' notice of an increase (due 1st April) and a restriction (once an increase had been applied) which prohibited any further increases for three years, these clauses were missing from the leases for Scholes Bowling and Cricket Clubs and Scholes 1st Scouts. This would be discussed at the full PC meeting and in the meantime, the Clerk would prepare a table allowing easy comparison of each club's agreements and rents.

g. **Christmas Light provision for 2025.**
It had been agreed at the PC meeting that £3,644 of the £4,000 budget be used to pay for the strings of lights in the trees which were supplied by LCC leaving the Committee to consider the remaining £356. It was **resolved** to have four hanging trees from Plantscape at £88 each. There would be an agenda item early in the year to consider grant funding and there would be an article in the November newsletter asking residents for their views and establishing interest in people or businesses in sponsoring a tree.

h. **Payments to His Majesty's Revenue and Customs (HMRC).**
Following a missed payment to HMRC, consideration was given to ensure this didn't happen again. It was noted that to reverting to using a third-party payroll provider would not solve this as payroll providers don't pay HMRC on behalf of the PC. It was resolved to set up a standing order, rounded up to the nearest pound, to pay HMRC taxes and National Insurance contributions, there would be a three or six month review, a quarterly calendar check list would be set up.

i. **Asset register updates.**
The new bollard at the entrance to Jack Heaps field would be added to the register. It was noted that the new heaters in the Pavilion had still not been fitted. The Clerk would chase this up.

j. **Risk assessments.**
A member of Barwick Village Hall Management Committee had reported that the defibrillator sign at the Village Hall was hanging loose. Another member of that committee had carried out the repairs himself.

6. PAVILION MATTERS

It was noted that neither the open-age football team nor Garforth Villa junior football team had signed their agreements (although in the latter case, they had only just received the agreement following discussions at the PC meeting). An appropriate email would be sent asking that the agreements be signed before any matches took place. The open age team had requested an itemisation of the rent, they would be advised that the rent was not made up of individual components. An extraordinary meeting was suggested if this became necessary.

7. SUBCOMMITTEES WHO REPORT TO THE COMMITTEE

There had been a meeting of the Peace Flame subcommittee the previous Friday (5th September) Two big projects were being considered. Origami paper cranes as peace symbols had been made by children in Barwick-in-Elmet Church of England Primary School, by children in Scholes (Elmet) Primary School and by Scholes 1st Scouts. Cllr. S. Walsh and another member of the subcommittee would be taking these in November to Hiroshima, Japan. In the New Year, there would be a new project for children to design a banner to be used on parades including Remembrance Day services. The membership of the subcommittee had changed, Michael Holliday and Maurice Walker had died but new people had joined, namely Brian and Janet Hallas and Claire Plews.

8. DATE OF NEXT MEETING

20th October 2025 at 7pm in Scholes Sports Pavilion.

The meeting closed at 9pm.

Signed

Chair