

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

held on Monday 27th April 2026 at 7pm, in Scholes Sports Pavilion.

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

In attendance: The Clerk.

The Chair welcomed everyone to the meeting and thanked them for their attendance.

1 APOLOGIES.

Cllrs. Karen Dales, Brian Foxcroft and Chris Shoesmith (and Cllr. Beresford who was not a member of the Committee).

2 DECLARATIONS OF PECUNIARY INTEREST.

None.

3 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the Committee meeting 6/2025-26 held on 12th January 2026 (148-150) having been circulated, be approved and the Chair be authorised to sign.

4. ACTION TRACKER.

Completed actions were noted, the following were ongoing;

a. Interpretation Display Boards (A21).

The Clerk had emailed the person who did the artwork for the Interpretation Display Boards who had replied asking for further details and offering to liaise with City Signs if the lectern needed replacing. The Clerk would check historical emails to see if any emails contained attachments showing the artwork and check the copyright status. He would take photographs of all the Interpretation Display Boards. The budget allowed £1,000 a year as part of a rolling programme of repair/ replacement.

b. List of ongoing maintenance jobs (A26).

Cllr. Foxcroft was taking the lead on this and in his absence, no progress could be made. The purpose of this list was to identify similar jobs which could be done collectively. The meeting considered anything which might require urgent attention. There were weeds growing in the Multi Use Games Area (MUGA) and the Clerk had previously purchased weedkiller to deal with this and put it in the cupboard under the sink. This was moved to one of the wall cupboards for health and safety reasons. The cleaner would be made aware and this would be reviewed again six months after the meeting. Cllr. S. Walsh would see someone who had been into the primary school to carry out consultation work on the proposals for Barwick playground. Cllr. P. Walsh was continuing to carry out risk assessments of Barwick playground and reported that there were no matters of concern and that areas of rust had been tackled. Cllr. S. Walsh had contacted a scrap metal dealer and the broken goal post parts and the broken bike shelter had been removed from the side and back of the Pavilion. The cleaner had repaired a broken downpipe. The far changing room was still drying out following the burst water pipe in January, the window was being left open and a dehumidifier had been left and was being emptied by the cleaner who came down to the Pavilion every day.

c. Stile onto Scholes Lodge Field (A66).

There had been a resolution at the last PC meeting giving approval for a suitably qualified contractor to produce the artwork for submission to the Local Planning Authority. Both the Clerk and Cllr. S. Walsh had emailed him following this meeting. A response was now awaited. Cllr. S. Walsh made the Committee aware of grant funding from the National Lottery Environment Fund (previously known as Awards for All). Cllr. P. Walsh suggested the ASDA Foundation Local Community Spaces Fund. Grant funding could be used to pay for solar panels.

d. Barwick playground (A100).

See agenda item 5d below.

e. Playground Inspections (A108).

The screw reported at the last meeting had been put in – see item 4b above.

f. Christmas Lights (A123).

The Responsible Financial Officer (RFO) had underpaid the invoice for the Christmas Lights in the Coronation Tree by 50% as per item 5b of the minutes of the January 2026 Committee meeting (page 149) and emailed Leeds City Council (LCC) to request an adjustment to allow for the lights not working. A reply had been circulated that day suggesting that the repair had been done free of charge as a matter of goodwill and that the balance was due for payment. The Committee felt that LCC should provide working lights and that repairs were part of the agreement and as such their responsibility and shouldn't be considered as a goodwill gesture. The RFO would write back to this effect and request a credit note. It was agreed that if they still refused, that the balance should be settled by the end of June.

g. Bench locations on the Asset Register (A124).

Following the last Committee meeting, the Clerk had visited the benches on Long Lane looking for the tag numbers which had been attached by Cllr. Remmer. There were no tags visible, however, the Clerk had found minutes and emails from 2016 suggesting that at least one bench previously outside the New Inn public house had been relocated to the bus stop on Long Lane near the Parlington Meadow junction (once LCC had moved one of the two waste bins from that location). The Asset Register would be updated accordingly.

h. Volunteer Policy (A125).

The PC insurance cover included public liability personal accident. It was felt that anyone injured whilst acting as a volunteer for the PC could either make a claim from their personal insurance or from the PC policy if they were recognised as a volunteer and that volunteers should be told to sign the Policy. Volunteers would get a copy of the Policy with a covering letter. There was uncertainty about whether the insurer would treat claimants differently if they haven't signed the Policy. The Clerk would seek advice from both the insurer and the Yorkshire Local Councils Associations (YLCA).

i. Pavilion Wi-Fi (A127).

The router (which was in the loft space) suffered water damage as a result of the burst pipe in January 2026 and had not worked since. The Clerk has spoken to the broadband supplier's technical department who after twenty-two minutes advised the Clerk to go to the nearest store. The store advised the Clerk that they don't deal with repairs and that the Clerk should ring the technical department again. After an eighteen-minute telephone call, the Clerk was again referred to the shop. He would therefore go to the store and if they were unhelpful, would ask them to telephone the technical department from the store. A request for credit would be made given the unnecessary delay this had caused in getting the Wi-Fi restored.

5. WORK REQUESTS

a. Annual Governance and Accountability Return form (AGAR).

The RFO had circulated the completed AGAR and Explanation of Variances documents to the Committee ahead of the meeting for comment prior to sending to the Internal Auditor. The biggest cause of variances was the purchase of Scholes Allotments and associated grassland. The accounts were being done on an accrual basis. It was suggested that the Internal Auditor be made aware of the F&GP Committee meetings which provided an extra layer of protection to the PC finances. The Committee were happy with the figures presented (which required formal approval at a full PC meeting).

b. Review of the GDPR (General Data Protection Regulation) Policies.

Cllr. S. Walsh would review the GDPR policies and present them for formal approval at a future meeting. Everyone was reminded of the need to protect data noting how easy it was to forward an email which displayed email addresses of those outside the PC. The Clerk's personal mobile telephone number had recently been given out to a resident (by someone not within the PC). There would be an agenda item at the next PC meeting to remind all members of the PC of their responsibilities. Cllr. Ragg requested the name of those residents who had expressed an interest in being part of the Barwick Playground Improvement Working Party.

c. Budget vs actual spend review for 25/ 26.

A report of budgeted spend against actual spend had been circulated and the contents noted. The RFO would provide a breakdown of the £3,075 uncategorised income. There was a budgeted item of £150 for maintenance of the Pavilion Closed-Circuit Television and it was felt that this should be part of the Pavilion budget rather than an item listed in its own right. The budget for Hall Tower Motte and Bailey had been exceeded but this was due to the cost of repairs to vandalism. There had also been an overspend of the Pavilion budget due to the electrical work (including new heaters). The football pitch in Scholes was no longer being cut free of charge and it was agreed that the cost of the cuts be attributed to the Pavilion budget as those benefiting most from the cuts were those who hired the Pavilion. The grant budget had been overspent, going forward, the RFO would draw Councillor's attention to the amount remaining in the budget when considering any future grant applications. There was an item of £250 for Scholes football costs which had not been budgeted for.

d. Barwick playground.

There would be a meeting at 6:30pm immediately prior to the June PC meeting. There had been a meeting of the Barwick Playground Improvement Working Party the previous Thursday attended by Cllr. Ragg and a non-Councillor member of the Working Party and there would be a remote access meeting the following Wednesday to discuss planning application instructions. Cllr. P. Walsh would assist with a formal document for the Local Planning Authority. A resident acting on behalf of the PC had been to the local primary school to carry out consultations (see item 4b above). There would be an agenda item at the next PC meeting to report progress.

e. Asset register updates.

The new gate at the entrance to Scholes Lodge Field had been added but the invoice was not itemised to show the actual cost of the gate and the labour charges separately. The price on the asset register would therefore be the overall invoice amount. See also item 4g relating to benches. It was noted that a resident had paid for a memorial bench to be installed at Morgan Cross. Due process had been followed which included the display for several months of a yellow notice on the nearest post to the location. In spite of this, the landowner of the adjacent field had only objected after work to level the proposed location had commenced resulting in the work being suspended. The Clerk had had an online meeting earlier that day with a representative of LCC Highways and the people who had paid for the bench, the LCC representative would set up an onsite meeting with all parties to find a location which all could agree on. The Historical Society were considering making a request for a bench at the entrance to Jubilee Gardens and the Clerk had had a request for a bench on a verge close to the convenience store in Scholes.

f. Risk assessments.

It was noted that the contractor who cut the mound of Hall Tower Hill had responded to a request for a quotation for cutting in 2026 by saying that he no longer wished to be considered for this work after a couple of his staff had fallen whilst cutting. The need to cut the mound three times a year was considered and it was decided to leave it uncut apart from protecting the steps from verge creep/weed growth. The Clerk would see if the contractor who cuts the flat area would be willing to do this. The mound would only be cut as part of the triannual Maypole festival. There would be an agenda item at the PC meeting for formally record this decision.

There had been a request by Barwick in Bloom that the lettering on the newly cleaned village gateway signs be repainted. It was suggested that they do this themselves or get someone they know to do it, the PC had money in the budget to cover the cost (if reasonable). Another option would be grant funding.

The condition of the Verity Strip was a matter of concern. It was noted that Cllr. Remmer had an appropriate contact. There was provision in the budget for repairs and the RFO would check which category any such expenditure would come out of.

6. PAVILION MATTERS

A window had been broken by a football, this had been reported at the full PC meeting, item 6.19d, page 892 refers.

7. SUBCOMMITTEES WHO REPORT TO THE COMMITTEE

There had been a meeting of the Playing Fields Committee the previous Monday. Concern was expressed at the lack of communication from Barwick and Scholes Football Club. They had been made aware of the PC decision not to increase their rent for the 2026-27 season and sent an agreement to sign. They had not replied to any of these communications, nor had they attended the Playing Fields Committee. The Clerk had resorted to a letter which had been hand-delivered the previous Saturday. Barwick Bowling Club had reported at that meeting that the £500 grant given by the PC for replacement of the broken drainage pump would be repurposed for repair of the old pump as the previous advise that it was beyond repair was found to be incorrect. It was agreed that the money could be repurposed for the pump but if they wanted to repair a shed from this money, a new grant application would be needed.

8. DATE OF NEXT MEETING

13th July 2026 at 7pm in Scholes Sports Pavilion. There would be an agenda item to consider the Financial Regulations, in particular, thresholds needed for three quotations to be obtained. There would also be a review of the Grants Policy.

The meeting closed at 8:45pm.

Signed

Chair