

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

held on Monday 13th July 2026 at 7pm, in Scholes Sports Pavilion.

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

In attendance: The Clerk.

1 APOLOGIES.

Cllrs. Karen Dales, Brian Foxcroft, Paul Remmer, Chris Shoesmith and Paul Walsh.

2 DECLARATIONS OF PECUNIARY INTEREST.

None.

3 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the Committee meeting 1/2026-27 held on 27th April 2026 (151-154) having been circulated, be approved and the Chair be authorised to sign.

4. ACTION TRACKER.

Completed actions were noted, the following actions were agreed to move forward on the items still outstanding.

a. Interpretation Display Boards (A21).

Cllr. Foxcroft had repaired the Interpretation Display Board at the top of Hall Tower Hill. The Clerk would ask him if he could do something similar for the one on public right of way BARWICK 23. Photographs had been taken of all the Interpretation Display Boards. The artwork was in good condition but there were some black markings in the corners of some which needed addressing.

b. List of ongoing maintenance jobs (A26).

The Clerk would ask Barwick in Bloom if (in exchange for a donation) they could repair the benches down Potterton Lane. There was a proposal, under the PC bench sponsorship scheme, for a bench to go on Elmwood Lane close to the closed graveyard (Jubilee Gardens). There was an existing bench on this site which was on the PC asset list which was in a poor state of repair. The Clerk would pursue this with the contractor who had previously agreed to do the work and who had taken delivery of the bench. This item on the Action Tracker would be put on hold for six months.

c. Stile onto Scholes Lodge Field (A66).

This had now become an agenda item for the full Parish Council (PC) meeting but a need for inclusive access onto Hall Field had been identified as the kissing gate was not suitable for such access.

d. Volunteer Policy (A125).

Advice had been received from the Yorkshire Local Councils Associations and from the insurance company.

e. Pavilion Wi-Fi (A127).

This had now been sorted, and the Clerk was in the process of getting the Closed-Circuit Television (CCTV) repaired. Ahead of the meeting, he had taken photographs of the wiring as requested by the contractor who would be carrying out the work.

f. Pavilion Changing Rooms.

Following the water leak at the beginning of the year, the ceiling of the far changing room was black with mould. The cleaner would be asked if he could repaint the ceiling (and be paid accordingly). In addition, the access path to the outdoor gym area was overgrown, the cleaner would be asked if he could clear this.

5. WORK REQUESTS

a. **GDPR Privacy Notices, CCTV policies and the use of cookies and conduct a data audit.**

Cllr. Flynn had looked in detail at the PC General Data Protection Regulation (GDPR) documents and had circulated documents with suggested amendments. It was agreed that a specific policy for cookies was not needed. There was a section in the privacy policy about CCTV and there was discussion about whether there should be a specific policy for CCTV. There was a need to specify the whereabouts of CCTV cameras, who has access to the images recorded, how long the information was kept and the purpose of CCTV camera monitoring. Cllr. Flynn would add a paragraph accordingly. Cllr. Flynn would look at cookies, retention periods and passwords. The Clerk would do a data audit to be completed by the end of August. The Clerk would resubmit a list of passwords to Cllr. S. Walsh and scan the 99-year leases (which pre-dated the digital era). There would be an agenda item at the next meeting to consider this further.

b. **Review of the Financial Regulations.**

The thresholds needed for three quotations to be obtained were considered and it was agreed that no changes were necessary to the existing levels.

c. **Renewal of Clerk's mobile telephone contract.**

Several quotations were considered. It was **resolved** to accept the quotation of £27.95 from TalkTalk being a twelve-month contract with telephone calls included as part of the tariff.

d. **Renewal of Water contract.**

The existing contract was due to expire on 16th July 2026. However, the supplier had emailed to say that because they had not been notified of the renewal position of the PC more than thirty days before this date, the PC had been automatically rolled onto a further twelve-month contract paying wholesale costs for water and waste supply plus a fixed yearly fee of £421.26. They had offered to override this if the PC committed to a further three years in which case the charge would be in a fixed yearly fee of £150.41 per year, with no further increase for the next three years. It was felt that there was little option but to agree to these terms and it was **resolved** to renew accordingly. The Clerk would email a list of contract renewal dates to all members of the Committee.

e. **Asset register updates**

Recent communications with Leeds City Council (LCC) Lights had suggested that the PC had ownership of equipment inside the lampposts, and it was suggested that these be added to the asset register. Christmas Light provision was considered. The next newsletter would advise residents of the costs involved, ask for ideas about what they want and request sponsorship. The Clerk would chase LCC for a quotation and would seek clarification regarding responsibilities. He would establish the position of using lights not supplied by LCC. There would be an agenda item at the next PC meeting to consider setting up a Christmas Lights working party.

The broken goal posts which were on Jack Heaps Field had been collected by a scrap metal dealer.

f. **Risk assessments.**

See 4d above regarding the loose wiring. Cllr. P. Walsh had agreed to carry out the checks on the Multi-Use Games Area (MUGA) in Scholes whilst Cllr. Remmer was away.

6. PAVILION MATTERS

It was noted that the regular hirers each paid a bespoke rate which was different to one another. It was **resolved** that the charges paid by the personal trainer be increased to £7.50 per hour with effect from 1st January 2027 to align with the charges paid by the Yoga lady.

There were a small number of hirings for children's parties in July and August. It was **resolved** to offer half price hire for September, October and November.

7. SUBCOMMITTEES WHO REPORT TO THE COMMITTEE

- a. There had been a meeting of the Scholes Lodge Field subcommittee, and the draft minutes had been circulated.
- b. There had also been a meeting of the Peace Flame subcommittee. They had made plans to go into a local primary school in September to mark International Peace Day.
- c. Cllr. Ragg and two other members of the Barwick Playground Improvement Working Party had met. The Clerk had sent an example of a biodiversity policy taken from another local planning application.

8. DATE OF NEXT MEETING

14th September 2026 at 7pm in Scholes Sports Pavilion.

The meeting closed at 8:45pm.

Signed

Chair