

## The Centre, Brinsworth

### MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 09 JULY 2020

#### Those present :

**Chairman : Cllr A Buckley**

**Vice-Chairman : Cllr J Williams**

**Councillors : Cllr Mrs M Hughes, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr P Soper, Cllr J Tompkins**

**Non Councillors : Mrs G Blank, Mrs S Widdowson**

#### **9 Apologies**

Apologies were received from Cllrs Gregory and Williams and the reasons given were approved.

#### **10 Declaration of Members Interests**

The chairman asked members to make any declarations of interest prior to the relevant item being discussed.

#### **11 Approval of the Minutes of the Meeting Held on :-**

22nd June 2020

RESOLVED: That the minutes of the meeting held on the 22nd June 2020 are a true and accurate record.

#### **12 To receive information on ongoing issues and decide further action where necessary**

- To discuss any matters arising from the minutes of the meeting held on 22nd June 2020.

2e. The Clerk informed members that she had written to the 4 former Trustees and acknowledged their resignation. She has received an acknowledgement from 2 of them.

#### **13 Finances**

a. To receive any update.

The Clerk had circulated a report and an up to date budget report prior to the meeting and went through the information with Councillors.

The Clerk confirmed that the first year of trading for the Charity is an 18 month period, April 2019 to September 2020.

Going through the finances to date the Clerk was confident that there is sufficient funds available to see the Charity through to the end of the financial year. The unknown factors around Covid19 restrictions are the only variables that could affect the budget.

RESOLVED: That the finances for the Charity are received and accepted.

b. To receive and approve the bank reconciliation for April, May and June 2020.

The Clerk had circulated the 3 bank reconciliations for April, May and June prior to the meeting. The Clerk informed Councillors that in future the monthly finance process that the Parish Council observes would be put in place.

**RESOLVED:** That the bank reconciliations for the Charity for April, May and June 2020 are received and accepted.

c. To receive and approve the receipts and payments for April, May and June 2020.

The Clerk had circulated the list of receipts and payments to members prior to the meeting. Cllr Soper asked the Clerk if there was scope to reduce costs further for example was the TV Licence fee necessary. S.Widdowson said that she would look into this.

**RESOLVED:** That the receipts and payments for April, May and June 2020 are received and accepted by members.

d. To consider and approve the authorised online signatories for the Charities bank account.

The Clerk informed Councillors that the Charity currently has 2 bank accounts. The intention is to move from the Natwest account, who charge a fee, to Lloyds account.

The Clerk informed members that the current account signatories are Cllrs Buckley, Ridge, Williams and herself. For continuity the Clerk suggested a few more Councillors would be required and that S.Widdowson and H.Hall should also have read only access.

**RESOLVED:** That Cllr Soper is added as a signatory and that S.Widdowson and H.Hall are added as administrators to the bank accounts.

e. To consider and approve the appointment of a qualified accountant to complete the quarterly VAT returns and year accounts submission on behalf of the Charity.

The Clerk informed Councillors that the previous Trustee Committee had agreed to appoint VAR to complete the VAT and year end account submissions on behalf of the Charity and asked if they were happy for this arrangement to continue.

**RESOLVED:** That VAR are appointed to complete any VAT and Corporation Tax Returns and to complete the year end accounts.

f. To consider and approve engaging an experienced grants officer to search, apply and monitor funding applications on behalf of the Charity.

The Clerk informed Councillors that VAR provide a grant funding service which, in the majority of cases, is free of charge to Charities. The service they charge includes finding funding and putting together applications.

**RESOLVED:** That VAR are used to make funding applications for the Charity going forward.

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## **Staffing**

a. To receive an update on furlough.

The Clerk informed Councillors that the majority of staff remain on furlough. One of the cleaners has returned to work to help SW keep the Centre clean between use.

b. To consider and approve the employment of a full time handyman / caretaker.

The Clerk informed Councillors that The Centre currently employs a part time caretaker and also has a vacant position. The Centre management team have a meeting arranged to review the Centre's staffing requirements and cost. The team would like to look at replacing the caretaker post with a premises manager post. The successful post holder will have responsibility of ensuring all repairs and maintenance are completed and that all necessary building checks are completed, along with general duties.

It was agreed that this would be discussed at the next Trust meeting with the full staff structure proposal.

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### **Brinsworth Community Trust & Trustee Issues**

a. To receive an update from the Charities Commission.

The Clerk confirmed that the CIC had been closed and registered with HMRC as no longer trading.

The Clerk has also received a response from the Charities Commission regarding changing the governing document. The Charity Commission have confirmed that the Charity can change the structure of their trustee body by amending relevant clauses in the governing document. Some amendments are regulated and will need prior consent of the Commission before changing.

The Clerk said that she would look into this further and bring more information back to the next meeting.

b. To consider and approve the employment of a Solicitor to make and register the relevant changes required to the constitution for the Charities Commission.

The Clerk said this was a consideration only if she was unable to make the necessary changes without support.

c. To consider and approve whether to reopen The Centre to regular hirers.

SW gave an update on the current requests from regular hirers to restart some classes. She made Councillors aware of the numerous precautions that need to be put in place to allow classes to return safely. Some groups are more than happy to abide by the conditions but others have had a negative response. Councillors discussed the matter and agreed that groups would have to accept the revised terms of hire if they want to return to The Centre for everyone's safety.

**RESOLVED:** That S.Widdowson and the Clerk are given the authority to decide which groups can return to The Centre after risk assessing each case.

d. To consider and approve the terms of the Hire Agreement.

Members had not received a copy of the terms of hire in their meeting pack and asked that the item be deferred to the next meeting. Any urgent issues can be raised with the Chairman in the meantime.

e. To receive an update on the insurance claim.

SW gave an update on the outstanding business continuity insurance claim that was currently being heard in court. A decision as to whether insurance companies should be paying businesses is due by the end of the week.

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### **Website**

- a. To consider and approve the amalgamation of The Centre and Parish Council Websites.
- b. To consider and approve the redesign of a new website that fully complies with Accessibility laws and is compatible with Facebook and other social media platforms.

The Clerk informed Councillors that both the Parish Council and Centre websites must be compliant with accessibility laws by September 2020. The Deputy Clerk has done a lot of work on the Parish Council website but it is still not compliant and will need money spending on it to make the necessary changes. The Centre website is very difficult to navigate and would be simpler to start again than try and fix the issues.

With this in mind the Clerk asked Councillors to consider merging both websites to save on future costs and to create a modern and easy to access website. The Parish Council would have its own page and The Centre would also have its own page but would be linked. The website will be compatible with social media to save on time. The evening receptionist can also be trained to make any amendments required.

The Clerk had a quote of £1,000 for the work and 2 years hosting costs from A.Roebuck who is regularly used to assist with IT issues in The Centre.

Members discussed the proposal and asked that the google login details be obtained from former trustee Ryan Bowler so that this can also be looked at to help the new website get more hits.

**RESOLVED:** That a new website is created for both the Parish Council and The Centre at cost of £1,000.

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### **Any Other Business**

The Clerk ask if she could have the National insurance number of 2 members so that she can register the Charity for VAT.

Cllrs Buckley and Tompkins agreed to provide theirs to the Clerk.

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### **Date of Next Meeting**

- 7th August 2020

The Clerk informed members that the actual date of the next meeting is 6th August 2020.

Meeting Closed 20:30