

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 06 AUGUST 2020

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

Councillors : Cllr Mrs P Gregory, Cllr Mrs M Hughes, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr P Soper

Officers : Mrs G Blank, Mrs H Hall, Mrs S Widdowson

19 Apologies

Apologies have been received from Cllr Tompkins and the reason given was approved.

20 Declaration of Members Interests

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

21 Approval of the Minutes of the Meeting Held on :-

- 9th July 2020

RESOLVED: That the minutes of the meeting held on the 9th July 2020 are approved as a true and accurate record.

22 To receive information on ongoing issues and decide further action where necessary

Website (16) - The Clerk informed members that the website redesign work had started.

23 Finances

a. To receive an update.

The Clerk informed Councillors that the current bank balance as at 6th August 2020 is £27,510.18. £10,715.00 of this money is earmarked for specific grant funded projects.

The Clerk updated members on a funding application she had applied for with Big Lottery Reaching Communities. She had today received confirmation that her application for a one-off grant of £26,000.00 to support The Centre through the Covid19 crisis had been approved and monies would be received in the next couple of days.

The Trust also has an outstanding loan amount from the Parish Council of £25,000.00 that it is able to claim.

S Widdowson (SW) updated Councillors on the position with the insurance claim and informed them that a court ruling should be made shortly. If the outstanding claims are paid the Trust could receive in excess of £20,000.00.

The Clerk informed members that the solar panel feed in tariff application had now been accepted and a cheque for £426.66 had been received.

SW informed members that the relaunch of the Café had been successful this week and feedback had been extremely positive. Her only concern was the road works outside The Centre which may affect business over the next couple of weeks.

RESOLVED: That the finances for The Centre are approved by members.

b. To receive and approve the bank reconciliation for July 2020.

The Clerk had circulated the bank reconciliation for July prior to the meeting and members checked that this corresponded to the relevant bank statements.

RESOLVED: That the bank reconciliation for July 2020 is risk assessed and approved.

c. To receive and approve the receipts and payments for July 2020.

The Clerk had circulated the list of receipts and payments prior to the meeting. Councillors asked the Clerk and SW questions about any transactions they had queries on.

RESOLVED: That the receipts and payments for July 2020 are risked assessed and approved.

d. To approve the payment of outstanding invoices.

The Clerk shared the list of outstanding invoices for payment with Councillors.

RESOLVED: That the list of outstanding invoices for payment is approved.

e. To adopt the Financial Regulations followed by Brinsworth Parish Council.

Councillors considered whether it was prudent for the Trust to adopt the same Financial Regulations as the Parish Council as they were set by their governing body and had proven to be robust.

RESOLVED: That Brinsworth Community Trust adopt the Financial Regulations followed by Brinsworth Parish Council as well as the internal control systems that are in place.

24 Staffing

a. To receive an update on furlough.

The Clerk and SW provided an update on those staff furloughed and who had been asked to return to work on a flexible basis. The Clerk explained how the scheme was changing and the financial impact this will have on The Centre.

It was suggested that staff are written to and updated on the terms and conditions of furlough. It should be highlighted that staff cannot refuse to return to work if asked. If they do not wish to work they must either take annual leave or self isolate and only receive statutory sick pay. Staff should also be informed that if they wish to stay on furlough they will be required to surrender two days annual leave per month and will be recompensed for this leave.

RESOLVED: That H Hall (HH) write to all staff and inform them of changes to the furlough scheme terms and conditions before the next payroll submission.

b. To approve the engagement of VAR to supply HR advice for Centre staffing issues.

The Clerk gave members three quotes from various companies to provide HR support to The

Centre. Herself, SW and HH all think this would be invaluable to get the staff contract changes, rota changes etc completed in a way that ensures the trust is protected. Cllr Soper agreed that up-to-date HR advice was essential. Two of the quotes received were on an annual contract but VAR's services can be purchased in blocks of hours to suit the needs of the Charity.

RESOLVED: That VAR are engaged to provide HR advice for Centre staffing issues.

- c. To receive an update on staffing requirements.
- d. To consider and approve the proposed structure.

The Clerk and SW explained to members that they, along with HH, had done a thorough review on the requirements of The Centre and had completed rota's taking into consideration the demands of the business rather than individuals preferences. This will prevent a lot of staff wasting time completing tasks that others should be doing. For example SW and reception staff doing room changes instead of the caretaker. These requirements had then been costed out and this was presented to members for their consideration.

The Clerk pointed out that this structure did not include casual staff as it is difficult to quantify the hours that are needed and their costs should be covered through charge out rates, eg bar staff.

All staff with contracted hours have been accommodated within the structure. It is anticipated that some staff will have issues with the changes in their working pattern and one member of staff on a temporary higher rate of pay may query why the pay rate has dropped back to the substantive rate.

HH is working on a new contract and job description for all the posts. It is hoped that the changes to contract will be in place for the 1st November to coincide with the end of the furlough scheme and that new working hours will commence when staff return to The Centre on a full time basis.

RESOLVED: That the proposed staffing structure is approved.

25 Brinsworth Community Trust & Trustee Issues

- a. To receive and approve an amended constitution for Brinsworth Community Trust.

The Clerk informed Councillors that she had spoken to two other Councils who also act as corporate / sole trustee for their Community Hall. One of the Councils had kindly provided her with a copy of their constitution. The Clerk has adapted this document to suit the Trust's requirements and submitted it to the Charity Commission. The Charity Commission are happy to accept the revised constitution as it does not affect regulated amendments such as objectives, dissolution and trustee benefit clauses. Councillors discussed the new constitution.

RESOLVED: That the amended constitution is adopted by Brinsworth Community Trust as of 26th June 2020 when the new committee was formed and that this is to be registered with the Charities Commission.

- b. To discuss the current delegation arrangements in place at The Centre and approve any

amendments required.

The Clerk asked Councillors for some clarity on what areas The Centre Management team can make decisions and what needs approval by Councillors.

Members went through each point raised and the Clerk agreed to prepare a scheme of delegation document for Councillors to approve at the next meeting.

RESOLVED: That a scheme of delegation document be prepared based on discussions and be approved at the he next meeting of the Trust.

c. To adopt the Standing Orders followed by Brinsworth Parish Council.

Councillors considered whether it was prudent to adopt the same Standing Orders as the Parish Council as they were set by their governing body and had proven to be robust.

RESOLVED: That Brinsworth Community Trust will adopt the Standing Orders followed by Brinsworth Parish Council.

d. To adopt the Code of Conduct followed by Brinsworth Parish Council.

Councillors considered whether it was prudent to adopt the same Code of Conduct policy as the Parish Council as they were set by their governing body.

RESOLVED: That Brinsworth Community Trust will adopt the Code of Conduct policy followed by Brinsworth Parish Council.

26 Hire Agreement and Charges

a. To consider and approve the Terms of Hire Agreement for Covid19.

SW had shared the original Hire Agreement for The Centre and also the Covid19 Terms of Hire Agreement with Councillors prior to the meeting for their consideration. The revised terms of hire had been provided by ACRE (Action with Communities in Rural England) who provide advice on managing public centres throughout England.

Councillors discussed the agreements and made some minor amendments.

RESOLVED: That both the regular Terms of Hire Agreement and the Covid19 specific Terms of Hire Agreement are approved.

b. To receive an update on current hire rates and agree any amendments required.

SW explained to members that she had looked at the current hire charges for The Centre, compared them with other local facilities and produced a new price list for their consideration.

Cllr Hughes asked if there was any discount applied for charity groups. SW explained that not at the moment as she had been told by the previous committee that The Centre needs to cover its costs. Councillors agreed that until other areas of The Centre were making a profit applying discounts to charities for room hire could not be considered.

RESOLVED: That the proposed hire rates are approved and regularly monitored.

27 Update on Bookings

a. To receive an update on bookings.

SW informed Councillors that the majority of private hire bookings had been cancelled and deposits refunded. It is highly unlikely due to the Covid19 restrictions that the bar will be able to reopen before the new year.

SW to complete a plan of suggested events for 2021 around any large party bookings.

b. To consider and approve the return of Hub Church.

SW provided background information on the history of the Hub Church. The Church has now been taken over by a new organisation who have not yet approached The Centre about returning. Councillors discussed the issues being created.

RESOLVED: That Hub Church will not be permitted to return to The Centre.

28 Date of Next Meeting

3rd September 2020.

29 Any Other Business

The Clerk asked Councillors to consider the purchase of bar furniture for the Hall. SW presented her thoughts on why the bar area could benefit from some smaller eating arrangements.

There is plenty of second hand furniture, unfulfilled orders and also new furniture at reasonable prices and the Clerk gave Councillors an example.

RESOLVED: That bar furniture can be purchased for The Centre up to a £4,000.00 budget.

SW asked Councillors if they would object to the Café offering NHS and Health Care Providers a discount on a Saturday morning during August. Members agreed this was a good idea.

RESOLVED: That the Café offers a small discount to NHS and Health Care Providers during August.

MEETING CLOSED: 20.50