

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 03 SEPTEMBER 2020

Those present :

Chairman : Cllr A Buckley

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

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

30 Apologies

Apologies were received from Cllr Williams and the reason given was approved.

31 Declaration of Members Interests

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

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

- 6th August 2020

RESOLVED: That the minutes of the meeting held on the 6th August 2020 are approved as a true and accurate record.

33 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 6th August 2020

The Clerk updated Councillors on the purchase of new furniture for the bar side of the Hall. A budget of £4,000.00 had been allocated at the previous meeting and the Clerk reported that the actual cost was £1,948.00.

The new seating will allow the bar to be a more functionable with a less formal area and is available to extend the Café seating as and when necessary.

34 Finances

a) To receive an update

The Clerk informed Councillors that the current bank balance of the Trust was £43,809.66 with £10,715.00 being earmarked for specific projects.

The 'Eat Out to Help Out' scheme had finished and the Clerk reported that she had put in a claim for £840.87 which covered the 7 days in which the Café was able to participate.

Invoices for August and September room hire have been issued with £772.00 income due.

There is still £25,000.00 remaining of the loan from the Parish Council if required.

Going through the finances to date the Clerk was confident that there are sufficient funds available to see the Trust through to the end of the financial year (September 2020).

S.Widdowson (SW) updated Councillors on the outstanding insurance claim. The court hearing is still to make a decision but the Financial Ombudsman has acknowledged the Trust's complaint.

RESOLVED: That the finances for the Trust are received and accepted by Councillors.

b) To receive and approve the bank reconciliation for August 2020

The Clerk had circulated the bank reconciliation for August prior to the meeting. Councillors checked that the reconciliation balanced with the bank statement for that period and the totals for the month's receipts and payments also balanced.

RESOLVED: That the bank reconciliations for the Trust for August are approved.

c) To receive and approve the receipts and payments for August 2020.

The Clerk had circulated the list of receipts and payments prior to the meeting. Councillors reviewed the documents and asked any questions they had.

RESOLVED: That the receipts and payments for August 2020 are risk assessed and approved.

d) To approve the payment of outstanding invoices

The Clerk read out the list of payments for consideration.

RESOLVED: That the list of outstanding invoices for payment are checked and approved.

35 Staffing

a) To receive an update on furlough

The Clerk reported that, wherever possible, staff remain on the flexi scheme and the management team are taking full advantage of the ability to flexi furlough staff to meet the demands of the business.

H.Hall (HH) reported that she had started having conversations with staff with regards to the new rotas and had received a mixed response. Councillors agreed that although they sympathised with staff's requirements it is more important to meet the business requirements.

b) To discuss the actions of a former employee and to decide if the Trust would like to take it any further

The Clerk shared information with Councillors regarding a former employee spreading incorrect information to former Trustees and user groups which has resulted in a complaint from a former Trustee and a user group moving elsewhere.

HH informed Councillors that the new contract of employment, which is to be approved, now has a confidentiality clause in it for past and present staff that will prevent this kind of thing happening in future and will also give the Trust more options to deal with the issue if it does.

RESOLVED: That no further action is taken but lessons are learned and a confidentiality clause must be included in the new contracts of employment.

c) To approve the amended contracts of employment

HH had circulated 2 contracts of employment prior to the meeting. One contract is for salaried staff on fixed hours and the other is for casual staff with no fixed hours.

In order to get the contract changes through following the proper process, a change of contract notice will need to be issued to all staff. The length of notice depends on how many staff an employer has. HH was asked to take advice from VAR and set the wheels in motion.

Over all the Councillors were happy with the new contracts but felt that the sickness terms and conditions were far too generous for a Charity and asked for them to be changed to just statutory sick pay. HH was asked to speak to VAR for guidance and implement the changes.

RESOLVED: That after taking VAR advice, a change of contract notice is to be issued to all staff. HH is to amend the sickness terms and conditions for all staff and issue the new contracts of employment once the notice period has ended.

36 Brinsworth Community Trust & Trustee Issues

a) To discuss the return of Andys Man Club

SW informed Councillors that the former board of Trustees wanted to pursue charging Andys Man Club for the hire of the Centre. SW has spoken to the club about their return to the Centre and they have said all their funding goes to paying for their counsellors and that they do not pay for room hire at any of their other venues. They offered to make a donation of £10.00 per week. Councillors discussed the issue and whether it was appropriate to charge a Charity which not only ticked a lot of the Big Lottery requirements but also was a lifeline to many men in Rotherham.

RESOLVED: That the Andys Man Club is not to be charged room hire or asked to make a donation but are asked to stick to the closing hours of The Centre to prevent additional staffing costs being incurred.

SW also asked Councillors to consider a request from Brinsworth Medical Centre to hire the hall for flu injection surgeries. SW suggested the room be offered free of charge as the increased footfall should help the café. Cllr Saxton informed Councillors that the doctors surgery receive a payment for every injection given so suggested that they be charged for room hire.

RESOLVED: That Brinsworth Medical Centre are permitted to hire The Centre hall but not be given it free of charge.

b) To receive a report on Electrics

SW reported that she had asked an electrician to look at the hall lights. He has subsequently spoken to the supplier of the lights, who informed him that the appropriate wiring required to allow the lights to dim to the appropriate level, was unable to be fitted by Cadam Construction due to the power supply available. SW has requested a report in writing from the electrician which she will forward to Stephen Haslam. The cost of installing the wiring at this stage would be too high.

SW has also asked the electrician to look at wall lighting for the hall and he is to provide a quote. SW informed Councillors that to do this the walls would need to be cut out and may not look as perfect afterwards.

SW asked Councillors to consider free standing floor lighting as an option as the Christmas Tree lights had been quite affective.

RESOLVED: That SW get costings for all the options and bring back to a future meeting for consideration.

c) To discuss the re-opening of the bar and general opening hours.

SW asked Councillors to consider extending the opening hours of the Café to capture the passing school trade in the afternoon. Councillors agreed this was a good idea.

SW is chasing Sky to get it installed in The Centre so that the bar can reopen for sports events and asked Councillors for approval.

RESOLVED: That SW is delegated the authority to amend opening times of the bar and café to meet demand in consultation with her manager and the Chairman.

37 Update on Bookings

- To receive an update

SW informed Councillors that several groups had now asked to start back at The Centre. WW, Pilates, Core Assets and KH Plant have completed the relevant risk assessments required and will be returning.

SW has taken The Centre's first full wedding package booking for September 2021. The couple were amazed at the facilities and what The Centre has to offer. Councillors congratulated SW.

38 Any Other Business

Cllr Buckley asked SW and the Clerk if the Ward Councillor and POP meetings would be able to recommence. SW will contact the Neighbourhoods Team to make the arrangements if it is possible.

39 Date of Next Meeting

- 8th October 2020

MEETING CLOSED: 20.15