

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 08 OCTOBER 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, Cllr J Tompkins

Officers : Mrs G Blank, Mrs H Hall

40 Apologies

Apologies were received by S.Widdowson (SW).

41 Declaration of Members Interests

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

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

3rd September 2020

Cllr Saxton asked for the wording in item 36 to be amended.

RESOLVED: That subject to the amendment of item 36 the minutes of the meeting held on 3rd September 2020 are approved as a true and accurate record.

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

There were no matters arising.

44 Finances

a) To receive an update

The Clerk informed Councillors that the bank balance at the end of the 2019/20 financial year was £29,656.79.

The auditor will be completing the year end checks and reports in the new year. Following the year end the charity has 10 months to file its accounts with the Charities Commission. The Clerk will complete the year end process with the support of H.Hall (HH).

The Clerk informed Councillors that the year end budget report would be ready for the next meeting.

The bank balance at the 8th October 2020 is £29,876.11

The new financial year started on the 1st October 2020 and HH will be leading on the accounts going forward.

The Clerk confirmed that there was still £25,000.00 from Brinsworth Parish Council still to be claimed before March 2021.

The settlement from the insurers for loss of business due to Covid is still ongoing. SW is liaising with our brokers on an ongoing basis.

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

The Clerk had circulated the bank reconciliation for September 2020 prior to the meeting and went through the figures.

RESOLVED: That the bank reconciliation for September 2020 is checked and approved.

c) To receive and approve the receipts and payments for September 2020

The Clerk had circulated the list of receipts and payments for September 2020 prior to the meeting. Councillors reviewed the document and asked the Clerk any questions that they had.

Clr Soper asked the Clerk if it would be possible to provide a month by month breakdown of the Cafe receipts and payments.

RESOLVED: That the receipts and payments for September 2020 are approved.

RESOLVED: That a month by month breakdown of Cafe income and expenditure be produced for Councillors.

45 Staffing

- To receive an update on current staffing issues and discuss any issues requiring the Trustees input.

The Clerk reported that she had completed the appraisals for SW and HH. A schedule of current and annual tasks were being developed to help plan work loads and keep the team focused. The Clerk said she would share this with Councillors.

HH is currently concentrating on the HR side of the business and once this is complete will be working with The Clerk to take over responsibility for the Finances for the Trust.

SW has been ensuring The Centre is Covid compliant and getting the Big Lottery Data up to date.

HH confirmed that the amendments to the staff contracts had been made and updated the Councillors on a few staffing issues that had arisen whilst issuing the new contracts of employment, rotas and job descriptions. HH is hoping to have all contracts signed and returned before the end of the month.

The Clerk and HH both felt that the attitudes of some members of staff were extremely disappointing and that these behaviours would need to be managed to prevent them disrupting the harmony in The Centre. Councillors agreed with this and gave the management team their full support.

HH asked Councillors if they were happy for her to take on an additional caretaker on a casual basis until the Trust is in a position to offer a permanent post.

RESOLVED: That a casual caretaker can be employed on a temporary basis until the Trust is in a position to offer them a permanent contract of employment.

- To discuss and consider what action to take at the end of the current Furlough Scheme at 31st October 2020.

The Clerk informed Councillors that the furlough scheme is to be replaced with the Job Support Scheme starting 1st November 2020. Whilst further clarification on how the scheme will work is needed, the basis of the scheme is that staff must work at least a third of their contracted hours to qualify. The Government will then pay staff another third to top up their wages and the employee will stand the last third. The Clerk said she needed to look into the details further and would report back at the next meeting with more information.

The Clerk also informed Councillors of the bonus payment scheme to companies. The Government will pay companies £1,000 per employee who qualifies for the bonus. To qualify, the member of staff must have been part of the Furlough Scheme and earn £1,500 or more between the 6th November 2020 and 5th February 2021.

46 Brinsworth Community Trust & Trustee Issues

a) To receive an update

Nothing to report.

b) To receive and approve a scheme of delegation

The Clerk apologised that the Councillors didn't receive the proposed scheme of delegation prior to the meeting and suggested that this be deferred to the next agenda to give them time to read the document.

RESOLVED: That the scheme of delegation is deferred to the next Trust meeting.

c) To consider and decide whether or not to continue with the Hot Food project past October 2020.

The Clerk reported that there was £500 left in the funding and although she had applied for more, to date nothing had been received.

Numbers wanting the meals were starting to decline so the Clerk suggested that residents are contacted to see if they still wished to continue and if they would be prepared to contribute towards the costs.

The Clerk informed Councillors that SW was looking into the options of working with the transport company Door2door to see if they would be able to bring people into The Centre and also how much it will be to provide a delivery service to residents and businesses.

Councillors discussed the options. Cllr Hughes asked if it was possible to ask the casual caretaker if he would like additional hours to provide the delivery service on an interim basis. Councillors agreed this would be a good idea but the legality around insurance would need further investigation.

RESOLVED: That the current Hot Food project ends on the 31st October 2020.

RESOLVED: That SW look into continuing the project on a chargeable basis going forward.

47 Update on Bookings

Prior to the meeting SW had provided a report on current bookings and other information. Councillors found the report useful and had no questions.

The Clerk added that the recent flu vaccination clinics had proved very successful and the feedback form the Doctors Surgery regarding The Centre, SW and staff had been very complimentary. They would like to work with the Trust in future to provide other clinics.

48 Any Other Business

The Clerk reported that funding for the outdoor Cafe furniture had not been approved by all the Ward Councillors. Other ideas such as a canopy to cover the outdoor seating area were being investigated and Councillors thought was an excellent idea.

Cllr Simpson has agreed to fund an outdoor electrical socket to enable Christmas Lights outside of the building.

Facebook comments on the Café continue to be very positive.

The first draft of the new Website is almost ready. Cllr Ridge asked if the current website could be looked at as it was very out of date. The Clerk suggested taking down the old website with a 'new website coming soon' statement replacing it. Councillors agreed this was the appropriate thing to do.

MEETING CLOSED: 20.20

49 Date of Next Meeting

5th November 2020