

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 05 NOVEMBER 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, Mrs S Widdowson

50 Apologies

There were no apologies received.

51 Declaration of Members Interests

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

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

8th October 2020

RESOLVED: That the minutes of the meeting held on the 8th October 2020 are a true and accurate record.

53 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 the 8th October 2020.

44 - The Clerk reported that the month by month Café figures had been circulated as requested. Due to being unable to back post costs and income into the system it is impossible to get an exact figure.

48 - New website being checked and parts will hopefully be available online very soon. The old website has been taken down as requested.

54 Finances

a. To receive the up to date finance position.

The Clerk reported that the up to date bank account figure is £37,810.21

There is still £25,000 available from the Parish Council and the insurance claim is still outstanding. Further grant funding has been received and will be discussed further on the agenda. The next instalment from the Big lottery revenue grant is also due, this will be £19,500.

S.Widdowson (SW) updated Councillors on the insurance claim position.

b. To receive the bank reconciliation for October 2020.

Prior to the meeting the Clerk had circulated a copy of the bank reconciliation and a copy of the NatWest bank statement for checking.

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

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

Prior to the meeting the Clerk had circulated the list of receipts and payments for October 2020 for Councillors to look through.

Missing invoice details were noted for 3 items, SW confirmed what these items were.

RESOLVED: That the receipts and payments for October 2020 is checked and approved.

55 Staffing

a. To receive an update.

The Clerk reported that the Furlough Scheme is now continuing to the end of November and potentially until the end of March 2021 which will help the Trusts finances.

The Clerk and H.Hall (HH) will be going through the details of the scheme to ensure the payments are correctly calculated. Staff who have been employed up to the end of October 2020 are also now eligible to join the scheme. The management team will ensure costs are kept to a minimum by Furloughing all staff that are not needed to work.

HH reported that all staff except for 1 have now signed the new contract of employment. The remaining employee will sign after the lockdown period.

56 Brinsworth Community Trust & Trustee Issues

a. To receive an update

The Clerk reported that the Trust now has its own PAYE scheme and staff that are fully funded by the national lottery will be transferred into it in time for the next payroll run. Other staff will remain on the Parish Council scheme to enable us to continue claiming for Furlough payments.

The Clerk reported that the Trust is now VAT registered and that HH would be looking into how this is implemented and what it will mean for the Trust with support from VAR.

The Clerk reported that Councillors will soon be contacted by the NatWest bank to get their e-signatures for the account. The Clerk asked Councillors to ensure they opt for online banking if prompted.

b. To approve the scheme of delegation

The Clerk had circulated the scheme of delegation draft prior to the meeting.

Clr Saxton had already connected the Clerk with a few minor amendments, including changing point 4.3 to remove the word regular. The remaining Councillors agreed to this amendment.

RESOLVED: That following the amendment of clause 4.3 and the correction of the minor errors the scheme of delegation for Brinsworth Community Trust is approved and adopted.

c. To receive an update on funding received towards the Hot Food Project.

The Clerk reported that her grant application to SYCF had been approved and not only had the Trust received an additional £5,000 towards the hot food project but a further £5,000 has been allocated to the Trust for its recovery programme.

There is also the possibility of further funding that SW has been pursuing through SYFAB.

RESOLVED: That the hot food project continue to run whilst ever funding is available.

SW asked Councillors to consider operating the Café as a takeaway service on the days the hot food project is run and on Saturdays. Councillors thought this was an excellent way to trial demand.

RESOLVED: That the Café trial the takeaway service initially on Tuesdays, Thursdays and Saturdays and increase it to more days if it is believed there is the demand there to cover costs.

d. To receive an update on other funding received.

SW has successfully obtained funding of £120 from Ward Councillor Nigel Simpson for an outside electric socket to be installed so The Centre can have more Christmas illuminations. This work has been completed today.

SW has also received CLF funding of £500 towards an industrial outside umbrella, this will partially cover the cost and other match funding is to be sought from either the brewery or Brinsworth Parish Council. The SYCF may possibly be used if the Trust can show it will increase custom.

The Clerk is also looking into additional Government funding now that The Centre has had to close due to the Covid 19 national lockdown measures.

57 Update on Bookings

- To receive an update on bookings.

SW updated Councillors on bookings, whilst the majority of classes have had to be suspended Andys Man Club, KH Plant (who deliver essential training to the construction service) and Core Assets (who work with estranged families) are allowed to continue.

SW updated Councillors on the decision not to charge the doctors room hire for the flu vaccination clinic and they agreed that although they would have appreciated being notified the decision was correct.

RESOLVED: That urgent decisions that are made outside of a Trust meeting need approval from the Chairman or Vice Chairman and must be communicated to all Councillors in a timely manner so that they are kept informed.

58 Any Other Business

There was no other business to discuss.

59 Date of Next Meeting

3rd December 2020

