

## The Centre, Brinsworth

### MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 03 DECEMBER 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**

**60 Apologies**

There were no apologies received.

**61 Declaration of Members Interests**

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

**62 Approval of the Minutes of the Meeting Held on :-**

5th November 2020

RESOLVED: That the minutes of the meeting held on the 5th November 2020 are approved as a true and accurate record.

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

There were no matters to discuss.

**64 Finances**

a. To receive the up to date finance position.

The Clerk informed Councillors that the bank balance as at 3rd December 2020 is £25,182.68, with £10,715.00 earmarked for specific projects.

b. To receive the bank reconciliation for November 2020.

The Clerk went through the bank reconciliation and explained that there was income from the Big Lottery, Parish Council contribution and invoices to be raised to users amounting to £46,875.00 due by the end of the month.

S.Widdowson (SW) informed Councillors that an outcome on the insurance claim is due sometime in the new year.

RESOLVED: That the bank reconciliation for November 2020 is reconciled and approved.

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

Prior to the meeting a copy of the receipts and payments for November 2020 had been circulated, Councillors asked the Clerk and Managers questions about transactions.

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

## 65 Staffing

- To receive an update.

H.Hall (HH) updated Councillors on the current position with staff on Furlough and reassured them that staff costs are being kept to a minimum and Furlough claims maximised.

HH raised an issue regarding staff not being available to work when being asked due to other commitments. The line the managers have taken is that if you are given sufficient notice and asked to work staff cannot refuse to work. The only exception should be if they have Covid19 symptoms or have been instructed to self isolate through the track and trace system. A member of staff has said she feels discriminated against as she has childcare issues that prevent her from working and has sought union advice. Councillors discussed the issue.

RESOLVED: That a letter is sent to all staff from the Trust explaining the terms of Furlough and that the only exceptions to not returning to work are Covid19 or self isolating reasons. Staff unable to work for any other reason will have to self certify themselves as unfit to work and be paid accordingly.

The Clerk will draft a letter for HH and Cllr Soper to check and all Councillors to be copied into the letter to staff.

The Clerk explained that a lot of HH time is being taken up with staffing issues which isn't allowing her the time to familiarise herself with other areas of work such as Finance. The Clerk has suggested to HH that she allocates a day each week to deal with staffing issues, unless the issue is of an urgent nature, and that staff are made aware of this. Councillors agreed that this was the most appropriate way of dealing with the situation. HH said she was more than happy to do this.

RESOLVED: That HH will stop responding to staff queries as and when they arise but allocate a day when she deals with all issues to allow her to manage her workload more effectively. This new method of working is to be included in the letter to staff.

## 66 Brinsworth Community Trust & Trustee Issues

a. To receive an update on the impact of Covid19.

SW updated Councillors on what groups and activities are currently permitted under the current tier 3 restrictions. The Government will be reviewing the current tier levels on the 16th December 2020.

b. To discuss the proposal to change the current loan payment to the Trust to a contribution as and when required.

The Clerk informed Councillors that the Parish Council has resolved to change the terms of the current loan agreement to a charitable donation to assist them with their financial position. The amount of £50,000 will remain available to the Trust until such a time The Centre is covering its costs independently. HH to look into whether gift aid can be applied to the loan and back dated.

In return, once the trust is able to make a surplus, it will contribute an amount each year to community projects.

RESOLVED: That the Trust acknowledges this generous offer from the Parish Council and agrees to the terms set out.

SW suggested that the Parish Council may be able to claim VAT back on the charitable donation, the Clerk said she would look into this.

c. To discuss the lease agreement required between the Trust and Parish Council.

The Clerk informed the Councillors that a formal license agreement needs to be put in place between them and the Parish Council. The Parish Council are to agree the terms of the license and forward to the Trust for their consideration in the new year.

## **67 Update on Bookings**

SW updated Trustees on groups currently using The Centre on a regular basis.

Brinsworth and Whiston Medical Centre are using The Centre for the 2nd round of flu vaccinations and have been asked to make a donation to the Charity. SW confirmed that she has informed the practice that in future they will need to pay for the room hire.

RMBC have approached The Centre to use it as a asymptomatic testing centre for Covid19. RMBC will cover all the costs of The Centre if an agreement is reached, SW is currently calculating a weekly and monthly charge. A recent fire inspection has concluded that The Centre is an appropriate site for a testing centre. SW will update Councillors when she has more information.

Brinsworth Manor School have ordered afternoon teas for 42 staff on the last day of school.

Brinsworth Academy have organised a food collection for residents, donations are being divided by several local charities including The Centre. Food parcels will be delivered to elderly residents in Brinsworth in the weeks leading up to Christmas.

JTF have provided the Christmas lights for The Centre, the store manager has visited and was extremely impressed with the facilities and hope to use it in future for events, meetings and parties. They will be running a full article on The Centre and adding pictures to their Facebook page and advertising The Centre internally to all the JTF branches advising them of our rooms, spaces and that we also have Café facilities.

## **68 Any Other Business**

- To receive and discuss any urgent other business.

The Clerk asked Councillors if they would approve The Centre closure from Christmas Eve until the 2nd January 2021. This in main is due to Covid19 restrictions. Councillors were happy with this proposal as long as staff have enough leave to cover the period.

RESOLVED: That The Centre will close for Christmas on the 24th December 2020 until the 2nd January 2021.

**69 Date of Next Meeting**

14th January 2020

The Chairman closed the meeting by wishing all Councillors and Managers a Merry Christmas.

MEETING CLOSED: 20:00