

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 11 MARCH 2021

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

Councillors : Cllr Mrs K Chapman, 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

90 Apologies

Apologies were received from S.Widdowson (SW) and the reason given was approved.

91 Declaration of Members Interests

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

H.Hall (HH) asked for any outstanding related party interest forms to be returned to her asap. HH agreed to send copies of the form to Cllrs Chapman and Williams.

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

11th February 2021

RESOLVED: That the minutes of the meeting held on the 11th February 2021 are approved as a true and accurate record.

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

- To receive an update on the Insurance claim

The Clerk informed Councillors that a questionnaire and supporting documents relating to the financial position of The Centre has been completed and returned to the Insurance brokers acting on behalf of the Trust. SW is chasing the claim on a regular basis and is in contact with the ombudsman.

94 Finances

a. To receive the up to date financial position.

The Clerk informed Councillors that the bank balance as at the 11th March was £50,446.80.

b. To receive and approve the bank reconciliation for February 2021

The bank reconciliation for February 2021 and a copy of the bank statement had been circulated prior to the meeting and Councillors checked that the figures tallied.

RESOLVED: That the bank reconciliation for February 2021 is reconciled and approved.

c. To receive and approve the receipts and payments for February 2021

A list of receipts and payments for February 2021 were circulated prior to the meeting. Trustees asked for explanations on several items to which the Clerk responded.

RESOLVED: That the receipts and payments for February 2021 are checked and approved.

95 **Staffing**

a. To receive an update

The Clerk informed Councillors that, wherever possible, staff continued to be on Furlough. The scheme has been extended to the end of September 2021 but on a sliding scale of contributions from the Government. The Centre management team are looking at when to bring staff back into work to meet the demands of The Centre as it starts to reopen.

b. To consider looking at the possibility of recruiting an apprentice to assist the Hospitality Manager.

SW has asked for support with the events and hospitality side of the business as she cannot be in The Centre 24/7. Staff currently employed have been offered the opportunity to assist but there has been no interest. The Clerk has suggested that SW look into the possibility of an apprentice through Rotherham / Sheffield Colleges. Before SW undertakes this piece of work the Clerk asked Councillors if this is something they are prepared to consider. Councillors discussed the idea and agreed in principle that it was a good one but would need more information and facts before making a firm decision.

RESOLVED: That SW speak to Rotherham College to find out about how apprenticeships work and what costs the Trust would be likely to incur.

96 **Update on Bookings**

- To receive an update on bookings.

The Clerk read out a report received from SW

- Valentines Day afternoon teas were a sell out and received excellent reviews.
- Mothers Day afternoon teas are fully booked.
- Psychic Night booked for 15th July 2021 sold out the same day, looking to add additional dates as this event always seems very popular.
- Two full wedding packages in 2021 are confirmed with another couple still to confirm a date in October.
- SW has seen an increase in enquiries for parties since the Government announced its easing of lockdown measures.
- The Café continues to do well on its afternoon teas which are being offered to coincide when staff are in for the hot food project.
- SW and Café staff have prepared a new list of specials for the reopening of the Café in April and prices have been reviewed.
- Outdoor umbrellas, bases and flower troughs have been purchased using the Ward Councillors CLF funding ready for when the Café can reopen.

97 **Brinsworth Community Trust & Trustee Issues**

a. To consider and approve the purchase of Sky for The Centre

As the decision to have Sky installed at The Centre was taken by the previous set of Trustees the Centre management team wanted to ensure that this was the current wishes of the Councillors.

The Clerk informed Councillors that the cost would be £269.23 per month with an additional discount available if purchased through Coors. Councillors discussed the benefits and

agreed that a 12 month trial would be very worthwhile but that it should be timed to coincide with The Centre reopening to avoid a wasted subscription. The TV in the Café will show Sky News etc and the TV's in the hall to show large sporting events etc.

RESOLVED: That a Sky subscription is purchased for The Centre on a 12 month trial basis ready for when it reopens.

- b. To discuss and approve the end date of the hot food project
- c. To consider and approve an alternative to the hot food project

Items b and c were discussed together. The Clerk updated Councillors on the current numbers requesting meals but advised them that volunteer driver numbers had dwindled. Café staff have expressed concern that if the Café becomes too busy once it reopens they may not be able to deal with preparing the meals alongside preparing Café orders.

Cllr Hughes asked if this was the case could the meals for the hot food project not be prepared using the kitchen in the Pavilion as it had done in the past. The Clerk said as long as the kitchen meets the hygiene requirements then there was no reason this could not happen, however one of the senior members of staff should oversee the project to ensure quality is maintained.

RESOLVED: That the hot food project is continued until the end of May 2021 and the Pavilion kitchen be used once The Centre's kitchen is no longer able to manage. A senior member of the Café staff is to oversee the food prepared to ensure quality stays the same.

Cllr Saxton asked why the number had been increased to 60 and what the criteria for getting a meal was. HH explained that 60 was the maximum number and that currently there was no official criteria in place. Councillors felt that this needed to be reviewed and discussed the options.

RESOLVED:

1. That current users are notified that the current hot food delivery service will cease on the 27th May 2021 but an alternative provision is being looking at.

2. A questionnaire is to be sent out to current users of the service asking them:

- * If they would be prepared to pay for the service going forward.
- * The amount they would be willing to pay.
- * If they would be willing to come to The Centre for meals if transportation could be organised.
- * What type of meals they would like.
- * What days would they like the service and how many times a week.

3. A thorough review of what it costs to prepare and deliver each meal is to be undertaken by SW and a criteria developed to assess the vulnerability of residents requesting a meal. Those who meet the criteria are to receive a meal at cost (or free if more funding is available) and those that don't meet the criteria are to pay a little more.

4. SW to look at ways to target more vulnerable people including families and work with the Clerk to find any potential funding streams.

5. SW to look into the possibility of a company such as Door2door bringing customers to The Centre for meals rather than using delivery drivers.

d. To approve the signing of the licence agreement to hold Civil weddings in The Centre

The Clerk said that SW requires two Councillors to sign the licence agreement so that Civil weddings can be held in The Centre.

RESOLVED: That SW contact two Councillors and arranges for an appropriate time to sign the contract.

98 Any Other Business

There was no other business to discuss.

99 Date of Next Meeting

8th April 2021

MEETING CLOSED: 19:40