

## The Centre, Brinsworth

### MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 14 JANUARY 2021

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 S Widdowson**

#### **70 Apologies**

Apologies were received from H.Hall (HH) due to internet issues.

#### **71 Declaration of Members Interests**

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

The Chairman informed Councillors that in their meeting packs there was a related parties interest form that needed to be completed by each member, a guide to completing the form was also included. The Clerk said that the form needed completing even if it's a nil return.

The Clerk informed Councillors that she had asked for guidance on completing the form as she was unsure if one form would suffice as the board is made up of the Parish Council who is sole Trustee. For the time being Councillors were asked to complete the forms and return them to a member of the management team.

Actions: Related parties interest forms to be completed by each member of the board and returned to a member of the Centre management team.

#### **72 Approval of the Minutes of the Meeting Held on :-**

3rd December 2020

RESOLVED: That the minutes of the meeting held on the 3rd December 2020 are approved as a true and accurate record.

Cllr Saxton asked if Councillors should be referred to as Councilors on the minutes. The Clerk agreed to look at the system to change this for future meetings.

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

64b - S.Widdowson (SW) informed Councillors that the ruling on the insurance companies court case was due on the 15th January 2021 and it was likely that the court would rule in favour of the small businesses.

Actions: SW to keep Councillors up to date.

#### **74 Finances**

a. To receive the up to date financial position.

The Clerk informed Councillors that the up to date bank balance as at 14th January 2021 is £53,118.60, with £10,715.00 earmarked as grant funding for future projects. A further payment from the Government following extended lockdown is expected in the next couple

of days and could be as much as £9,000.00.

b. To receive the bank reconciliation for December 2020.

The bank reconciliation and copies of the bank statements had been circulated prior to the meeting. The Clerk went through the figures with Councillors.

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

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

A list of receipts and payments for December 2020 had been circulated prior to the meeting. The Clerk and SW answered any questions Councillors had. Cllr Hughes asked if salaries should be individually listed on the list of payments, the Clerk agreed this was incorrect and would ensure it was changed for future meetings.

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

d. To receive, amend and approve the 'Annual Report for the year April 2019 to September 2020' to be submitted to the Auditor and Charities Commission.

The Clerk explained that, as part of the year end accounts, Charities have to complete an annual report to be sent to the Auditor and Charities Commission explaining its financial activities. The Clerk had circulated a draft for Councillors to consider and also sent a copy to the Auditor to ensure all the information required was included. The Auditor had responded that the report covered everything required.

Cllr Ridge asked for one alteration and Councillors thanked the Clerk for putting the report together.

RESOLVED: That the Annual Report for the year April 2019 to September 2020 is approved.

## **75 Staffing**

- To receive any update

The Clerk reported that the majority of The Centre employees are currently on Furlough with some staff being asked to come in to do essential work such as cleaning, preparing meals for the hot food project and maintenance.

The Clerk informed Councillors that she had been using J.Taylor to assist her with the preparation of the year end accounts and training her to support HH going forward. The Clerk reported that J.Taylor was doing an excellent job.

Cllr Hughes asked if staff had been issued with the letters discussed at the last meeting. The Clerk confirmed that they all had and there had been no feedback from anyone.

## **76 Brinsworth Community Trust & Trustee Issues**

- a. To discuss and approve the License agreement received from Brinsworth Parish Council.

The Clerk informed Councillors that the Parish Council had forwarded a License agreement to the Trust which gives them the rights to use The Centre for its activities. The License had been circulated prior to the meeting. Councillors discussed the agreement and who should sign the document on behalf of the Trust.

RESOLVED: That the License agreement is accepted and is to be signed by the Vice Chairman.

- b. To discuss whether the running of Brinsworth Library should be the responsibility of Brinsworth Community Trust or Brinsworth Parish Council.

- c. If applicable to discuss the staff required to run the Library and other related finance issues.

Due to poor internet connection of one of the Trustees it was agreed that items b) and c) should be deferred to a future meeting where everyone can participate in the conversations.

## **77 Update on Bookings**

- a. To receive an update on bookings

SW updated Councillors on the current situation with groups and informed them of future bookings planned from May onwards.

- b. To receive an update on the Covid 19 vaccination clinic.

Approval has now been given for The Centre to become a vaccination centre. Once the practices have received notification of when the vaccines are to be delivered preparations to get The Centre ready will begin. SW has completed costings for the use of the building and these have been accepted.

Actions: SW to update Councillors as and when she receives notification.

## **78 Hire Agreement and Charges**

- To discuss increasing hire charges in April 2021 to reflect the Trust being registered for VAT.

SW explained that as The Centre is now registered for VAT it must charge VAT on all its business activities. This includes hire charges. To mitigate this loss of income Councillors were asked to consider increasing the room hire rates by 20% from 1st April 2021.

Councillors agreed it needed to happen but were concerned how this would affect smaller groups and charities. Cllr Williams reported that charities can ask for VAT exemptions from its suppliers. The Clerk confirmed that this was the case and that the Trust could also write to its suppliers and ask them to be exempt from VAT.

Actions: The Clerk to circulate the HMRC document explaining how VAT exemptions work and SW to look into whether the Trust is eligible with some of its suppliers.

RESOLVED: That room hire charges are to be increased by 20% from 1st April 2021 and regular users are to be given the 1 months notice in writing.

**79 Any Other Business**

There was no other business to discuss.

**80 Date of Next Meeting**

11th February 2021

MEETING CLOSED: 19:45