

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 15 JULY 2021

Those present :

Chair : Cllr C L Jones

Vice-Chair : Cllr K L Hollis

Councillors : Cllr A Buckley, Cllr J T Chatwyn, Cllr J R Gelder, Cllr Mrs P Gregory,
Cllr T Hannon, Cllr A Nocton, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr J Watson

Officers : Mrs G Blank, Mrs H Hall

117 Public Question Time

There were no members of the public in attendance.

118 Apologies

There were no apologies to receive.

119 Declaration of Members Interests

The Chair asked members to express any declarations of interest either now or prior to the relevant item being discussed.

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

- 6th May 2021

RESOLVED: That the minutes of the meeting held on 6th May 2021 are approved as a true and accurate record.

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

There were no ongoing issues to discuss.

122 Finances

a) To receive the up to date financial position

The Clerk reported that the bank balance at 15th July 2021 was £37,957.76. The contribution of £50,000 from Brinsworth Parish Council and an interim insurance payment of £2,500 is still outstanding.

b) To receive and approve the bank reconciliation for June 2021

The bank reconciliation for June 2021 was reconciled against the bank statements for the same period and the receipts and payments totals also checked.

RESOLVED: That the bank reconciliation for June 2021 is approved.

c) To receive and approve the receipts and payments for June 2021

A list of receipts and payments for June 2021 was circulated prior to the meeting and the Chair asked Councillors if they had any queries to raise.

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

d) To receive the budget report for October 2020 to June 2021

The Clerk had circulated the budget report prior to the meeting for Councillors to examine. The Chair asked if anyone had questions for the Clerk.

e) To receive the prior year budget report (April 2019 to September 2020)

The Clerk had circulated the prior year budget report for Councillors' information and the Chair asked Councillors if they had any questions. Cllr Chatwyn asked how she could find the profitability of the café and bar. The Clerk explained that each item had a budget heading for both expenditure and income. Going forward the Clerk will show a table at the bottom of the report so that Councillors can easily see the balance.

f) To receive the report from the Auditor on the 2019/20 accounts

The Chair informed Councillors that the Auditor's report had not yet been submitted so the item would need to be deferred to a future meeting. The Clerk informed Councillors that the audit report should be available early next week and the accounts need to be submitted by 31st July 2021 so a special agenda item would need adding to the following week's agenda.

RESOLVED: That the approval of the Auditor's report is deferred to the next meeting.

g) To approve the closure of the NatWest bank account and the use of the Lloyds bank account once signatories are established

The Clerk explained that this had been approved by the previous Parish Council and explained the reasoning for the decision. Councillors were asked if they were happy to continue with the course of action.

RESOLVED: That the NatWest bank account is to be closed once all authorised signatories and online banking is set up for the Lloyds bank account.

h) To consider and approve the bank signatories of the Trust bank account

The Clerk asked Councillors to consider adding additional authorisers to the bank account in addition to the Clerk, Cllr Buckley and Cllr Ridge.

RESOLVED: That Cllr Jones and Cllr Hollis are added to the list of authorised signatories on the Trust bank account.

i) To consider and approve the financial limits for ordering bar and café stock without Trustee approval.

The Clerk asked Councillors to consider what financial limits they would like to put in place when ordering bar stock and café stock. Currently the managers for each department order the stock according to requirements.

Councillors discussed the issue and agreed to discuss further at a future meeting. For now any orders over £200 to be authorised by the Chair up to the value of £1,500.

RESOLVED: That the financial limits are discussed at a future meetings when the scheme of

delegation is being considered.

j) To consider and resolve whether the Trust should continue with the water coolers at the end of the current contract.

H Hall explained that she had found out the hire agreement and telephoned Aquaid who had explained that there was a 3 month notice period to terminate the contract so the contract would need to stay in place for a further 12 months.

Ideally the contract would be ended and water jugs and glasses supplied to save on costs and the environmental impact.

Cllr Nocton suggested that H Hall telephone the company again and explain that we are a Charity who has been shut due to Covid and could there be any leeway.

RESOLVED: That H Hall contact the company to see what concessions she could get as the Trust is a Charity and report back to the board at a future meeting.

k) To ratify the decision to purchase a new fridge for café using emergency powers of delegation.

The Chair explained that the fridge in the café had broken and as an emergency measure a second hand replacement had been sourced by Cllr Nocton. Unfortunately the replacement was also broken and would need to be returned. The café ladies had asked if the fridge could be replaced with a saladette fridge that would give them more workspace. Cllr Nocton said his supplier had one that may be suitable and would be in touch with the café staff to ensure their needs were met.

The Clerk asked Cllr Nocton if he knew what the warranty was on the appliances, he suggested 3 months but would check with SY Air Conditioning.

The Chair and Councillors continued to discuss what was classed as emergency expenditure and Cllr Buckley explained how it had worked in the past.

RESOLVED: That an alternative fridge be sourced and the amount ratified at the next meeting of the Trust.

123 Staffing

a. To consider and approve the staffing sub-committee for The Centre

The Clerk suggested that this could be the same Committee as the one for Parish Council staff as long as the minutes were recorded separately.

RESOLVED: That Cllrs Chatwyn, Gelder, Gregory, Hollis and Nocton are members of the staffing sub-committee for the Trust.

b. To consider and approve the Terms of reference for The Centre.

The Clerk had circulated the terms of reference prior to the meeting which were identical to the terms of the Parish Council committee.

RESOLVED: That the terms of reference for the staffing sub-committee are approved.

c. To receive the current scheme of delegation for The Centre to be reviewed at a future meeting.

Following conversations with the Chair and Vice Chair the Clerk circulated the current scheme of delegation for The Centre that had been agreed at the November 2020 meeting. This document would hopefully clarify why The Centre staff were making decisions and not the Trust.

RESOLVED: That Councillors consider the scheme of delegation and review at a future meeting.

d. To receive the current staffing structure of The Centre.

The Clerk had circulated the current structure of The Centre to Councillors prior to the meeting and suggested that the staffing committee met with The Centre managers to discuss staffing requirements and report back at a future Trust for approval.

e. To receive an update on current vacancies for consideration at a future meeting.

As part of the structure review the Clerk suggested that the vacancies at The Centre should be reviewed.

RESOLVED: That a staff meeting be arranged to discuss the staffing structure and produce a proposal for the Trust to consider and approve.

f. To receive an update on furloughed staff and the furlough scheme.

The Clerk had provided a breakdown of the furlough scheme and list of beneficiaries for Councillors information.

124 **Brinsworth Community Trust Issues**

a. To receive The Centre report

Prior to the meeting the Clerk had circulated a report to Councillors on past and current issues at the request of the Chair. The report detailed problems encountered, how they had been tackled to date and what was outstanding.

H Hall explained to Councillors that a lot of the issues occurred prior to her involvement in The Centre and that she was doing her utmost to tackle each problem one step at a time with the support of the Clerk.

The Chair mentioned a report that she was aware had been submitted by the previous Chair of the Trust. The Clerk informed Councillors that the report contained remarks about former Trustees and staff that she was not comfortable in sharing without the individuals permission.

Cllr Buskley thanked the Clerk and H Hall for the report which was an excellent update for both existing Councillors and new Councillors and hoped that this could be the start needed to get The Centre back on track.

The Chair echoed Cllr Buckley's comments and hoped that H Hall and the Clerk did not mind all the questions and that they were not a criticism of them.

The Chair asked Councillors if they thought that the report should be signed and filed as a reminder as where The Centre was at the start of this current Council. Councillors agreed that this was a good idea.

RESOLVED: That the Chair sign the report on behalf of the Parish Council and the report be kept on file as a record.

b. To receive an update on the Premises Licence and DPS situation.

Cllr Nocton explained what the requirement of a DPS was and the Clerk confirmed that an application to remove the need for a DPS had been successful. In future the Trust as an entity would be responsible for ensuring that the terms of the Premises Licence are adhered to.

Cllr Nocton asked how many Licensees the Centre had, the Clerk informed him that, along with himself, there was the current bar supervisor and asked if he felt there should be another. Cllr Nocton suggested this situation be reviewed in three months and Councillors agreed.

Cllr Nocton also felt that the post of bar manager be reviewed and the current occupant regraded as manager. The Chair explained that this would need to be an agenda item and asked the Clerk to add it to the next appropriate agenda.

The Clerk suggested that the Trust may want to set up a Hospitality sub-committee who would look at the running of the bar and café in consultation with H Hall and the department managers. Councillors agreed and asked the Clerk to add this to a future agenda to be approved.

125

Update on Bookings

a. To receive an update on Covid restrictions.

H Hall confirmed that it looked likely that Covid restrictions would be lifted on Monday 19th July 2021 and that The Centre would be able to get back to some sort of normality.

Cllr Nocton asked if we would be enforcing face masks to be worn. Councillors discussed the issue and decided that hand sanitisers, table service in the café and track and trace would still be put in place but the wearing of facemasks would become optional.

b. To receive an update on regular bookings.

A list of regular hirers was circulated prior to the meeting for Councillors information.

H Hall explained that prior to her start hire charges had not been simple with certain groups getting discounted rates. This practice had now been stopped and a simple charging scale developed to make it simple for staff to follow. Any variations to the hire charges would need the approval of the Trust in future and hirers will be asked to put their request in writing for the board to consider.

The Chair asked H Hall to circulate the pricing structure to Councillors. Cllr Chatwyn asked if some price comparisons could be carried out to ensure The Centre had pitched its rates appropriately. The Clerk agreed that she would contact other similar venues in the area and report back

AGREED: That H Hall circulate the pricing structure to Councillors and rates to be reviewed.

AGREED: That the Clerk would arrange a room hire comparison in the local area.

AGREED: The room hire charges are to be reviewed on an annual basis going forward.

H Hall mentioned a group, called YPPA, who wanted to return to The Centre but at the heavily discounted rate they had been previously offered. The group is not local, have The Centre solely for themselves on one of the days and students pay to attend. Both H Hall and the Clerk did not think the group qualified for any dispensation and Councillors agreed.

AGREED: That the request from YPPA for a discounted hire rate is rejected.

c. To receive an update on one off bookings.

A list of one off bookings had been circulated prior to the meeting.

H Hall explained that a new booking system had been purchased and was being trialled with a few bookings. Eventually the system will be used for all bookings and a room hire facility will be available on the website.

H Hall explained that all provisional bookings now need to be confirmed within a week with a booking form and deposit being required.

The Chair asked H Hall to see a copy of the booking form and the procedure.

AGREED: That H Hall to provide the Chair with documents she has requested.

126

Date of Next Meeting

- To consider and approve holding a Trust meeting in August

The Chair asked Councillors to consider holding a meeting in August to keep on top of Trust business. The Clerk suggested two dates for Councillors to consider.

RESOLVED: That the next Brinsworth Community Trust meeting be held on Thursday 19th August 2021 at 6.30 pm

MEETING CLOSED. 20.35