

## The Centre, Brinsworth

### MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 22 JULY 2021

#### Those present :

**Chair : Cllr C L Jones**

**Vice-Chair : Cllr K L Hollis**

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

**Officers : Mrs G Blank**

#### 127 Apologies

Apologies have been received from Cllrs Chatwyn and Ridge and the reasons given were approved.

#### 128 Finances

a) To consider and approve the report from the auditor.

The Clerk went through the auditors reports for Councillors and the list of recommendations. As this was this was the first set of accounts the Trust had submitted the Clerk was happy that there were only five points to improve on as three of the issues have already been resolved.

Cllr Buckley asked for the minutes to show the Trust appreciation for the hard work the Clerk and staff had put into getting the year accounts through the audit.

RESOLVED: That the Auditors report is approved.

b) To approve the year end accounts for submission to the Charities Commission

The Clerk had circulated the year end accounts submission to Councillors prior to the meeting and asked them if they had any questions.

The Clerk suggested that Cllr Buckley sign off the accounts as he was the Chairman at the end of this accounting period. Both Cllr Buckley and Cllr Jones agreed that this would be most appropriate.

RESOLVED: That the year end accounts are approved for submission to the Charities Commission and Cllr Buckley is to sign them on behalf of the Trust.

#### 129 Staffing

a) To consider and approve the promotion of the bar supervisor to bar manager with the appropriate remuneration.

The current bar supervisor has been in post since The Centre opened in 2018 and has not received any pay award. Cllr Nocton informed Councillors that the current bar supervisor was very knowledgeable and that he recommended her role be changed to bar manager and her hourly rate be reviewed with immediate effect to reflect that she was the personal license holder for The Centre.

Councillors agreed that there was a need to review all staff roles and remuneration and that

a staffing committee meeting was needed to discuss proposals for full Council approval.

RESOLVED: That the current bar supervisor is offered the bar manager position with the appropriate pay rise agreed and is to be reviewed in 6 months on the profitability of the bar.

b) To consider and approve the appointment of a deputy bar manager with the appropriate remuneration.

Cllr Nocton felt that a deputy bar manager was needed for The Centre and that this person should be paid a suitable rate whilst covering. It was agreed to offer this opportunity internally first but with the provision that the successful candidate must apply for their own personal licence. If there is no one internally the job will be advertised externally.

Councillors discussed the proposal and agreed a suitable rate of pay.

RESOLVED: That the position of deputy bar manager is advertised internally and the successful candidate must obtain their personal license. Enhanced payments will only be paid when covering for the bar manager.

### 130 Committees

- To consider and approve the formation of a Hospitality Committee to oversee the running of the Bar, Café and Functions

The Clerk suggested that a new committee be formed to support the bar and café managers instead of replacing the vacant Hospitality Manager post straight away.

Cllr Buckley suggested that due to his experience Cllr Nocton would be the ideal chair for the committee. Cllrs Gregory and Hollis volunteered to join the committee too.

The terms of reference for the Hospitality Committee will need to be drawn up, the Clerk agreed to draft them in conjunction with the committee members for full Council approval.

RESOLVED: That the Hospitality Committee be made up of Cllrs Gregory, Hollis and Nocton and that the committee's terms of reference are drafted by the Clerk for Council approval at a future Trust meeting.

### 131 Stock

- To consider and approve the disposal of bar stock

Cllr Nocton informed Councillors on areas he had identified needed looking at. There are still a number of beer barrels that should have been registered and returned to the brewery after the first lockdown in order for the Trust to get a refund. Cllr Nocton is working on a new deal for The Centre and also looking at negotiating some kind of discount.

Cllr Nocton informed Councillors that the bar needed an independent stock taker as soon as possible and the Clerk said she would look into finding one.

The Centre also needs to be part of pub watch and with the departure of the Hospitality Manager Cllr Nocton offered to act as the Centre's representative at future meetings.

Cllr Nocton is also sourcing a new fridge for The Centre café and has provided them with a temporary fridge free of charge for the time being.

Councillors thanked Cllr Nocton for the work he had carried out on behalf of the Trust.

MEETING CLOSED: 21.10

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