

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 08 APRIL 2021

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

Councillors : Cllr Mrs K Chapman, Cllr Mrs P Gregory, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr P Soper, Cllr J Tompkins

Officers : Mrs G Blank, Mrs S Widdowson

100 Apologies

Apologies were received from H.Hall (HH) and the reason given was approved.

101 Declaration of Members Interests

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

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

11th March 2021

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

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

There were no matters to discuss.

104 Finances

a. To receive the up to date financial position

The Clerk informed Councillors that the bank balance at the 8th April 2021 was £41,305.39. The Government are issuing a restart scheme which The Centre should be eligible for, and is thought to be around £12,000.

S.Widdowson (SW) informed Councillors that the insurance claim pay-out is still outstanding and she is periodically chasing and reporting back to the ombudsman.

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

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

Cllr Saxton reminded The Clerk and SW that individual's salaries are to be blacked out on the bank statement and receipts and payments documents. The Clerk to remind HH.

REOLVED: That the bank reconciliation for March 2021 is reconciled and approved.

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

A list of receipts and payments for March 2021 were circulated prior to the meeting. Councillors asked for explanations on several items to which explanations were given.

RESOLVED: That the list of receipts and payments for March 2021 are checked and approved.

105 Staffing

The Clerk informed Councillors that, wherever possible, staffing costs were being kept low by maximising Furlough opportunities. As The Centre starts to reopen more staff will be required to return to work but this would be carefully managed.

The Furlough scheme has been extended until the end of September but from July 2021 the Trust will have to contribute towards the cost on an incremental basis.

It is hoped the majority of staff will have returned by the end of June but The Clerk asked Councillors if they wished to commit to the scheme past this point.

RESOLVED: That The Centre management team write to all staff confirming that the Furlough scheme will continue to the end of June and that, due to the financial implications, any payments after this point will be reviewed. Staff are also to be reminded of the terms of Furlough and their obligations on returning to work when requested. The Chairman and Vice Chairman are to approve the letter on behalf of the Trust.

SW informed Councillors that there is currently one vacancy in the Café and likely to be another which will equate to 32 hours. When the Café is fully functioning the 3 remaining staff will not be able to cover all the shifts between them and also cater for any functions. SW asked Councillors for permission to recruit to the vacancies on a temporary basis but look for 2 people with events catering experience.

RESOLVED: That the vacant Café hours can be recruited to on a 6 month basis that will be reviewed on the success of the Café. The ideal candidates will have event catering experience.

106 Update on Bookings

SW updated Councillors on how The Centre will reopen over the coming weeks.

The Café opening hours will be monitored to meet demand for the service to keep costs down. The success of the Café will be very weather dependant until it can reopen fully on the 17th May 2021. SW is hopeful that the afternoon teas will continue to be popular.

K H Plant and Core Assets continue to book The Centre on a weekly basis and more groups are set to return from the 17th May 2021.

Enquiries for private parties are coming in but at this point SW is unable to commit to when these type of events can restart.

SW will keep Councillors up to date as and when she knows more.

107 Any Other Business

There was no other business

108 Date of Next Meeting

6th May 2021

MEETING CLOSED: 19:45

