

The Centre, Brinsworth

**MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY
16 SEPTEMBER 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

132 Public Question Time

There were no members of the public in attendance.

133 Apologies

There were no apologies to receive.

134 Declaration of Members Interests

The Chair asked members to declare any interests either now or before the relevant agenda item is discussed.

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

22nd July 2021

RESOLVED: That the minutes of the meeting held on the 22nd July 2021 are approved as a true and accurate record.

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

129 (a) - The Clerk reported that the Bar Supervisor had welcomed her promotion and thanked Councillors for recognising her hard work.

129 (b) - A member of the current bar staff has expressed an interest in the deputy position and is willing to complete the personal licence certificate in order to do so. H.Hall to arrange the training.

137 Finances

a) To receive the up to date financial position

The Clerk reported that the bank balance at 16th September 2021 was £35,132 and that the first £10,000 of the £50,000 Parish Council donation had now been received.

b) To receive and approve the bank reconciliation for July and August 2021.

The Clerk had circulated the bank reconciliations for July and August prior to the meeting. The Chair read out the figures on the bank statements and Councillors confirmed these agreed to the bank reconciliation for each month.

The Clerk then asked Councillors to check that the total amounts of receipts and payments for each month tallied with the amounts on the bank reconciliation.

RESOLVED: That the bank reconciliations for July and August 2021 are checked and approved.

c) To receive and approve the receipts and payments for July and August 2021.

The list of receipts and payments were circulated to Councillors prior to the meeting. Cllr Chatwyn had already asked the Clerk to clarify a few points prior to the meeting. The Chair asked Councillors if there were any other questions.

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

d) To discuss and approve the purchase of a new fridge for The Centre café.

H.Hall informed Councillors that they were still using the temporary fridge in the Café kindly provided by Cllr Nocton and thanked him for helping them out. The Café staff would ideally like a saladette type fridge as this will provide them with more preparation area. Cllr Nocton said his supplier had been looking for options but not found anything suitable. H.Hall had managed to source a brand new fridge with free delivery and 2 years warranty which would meet the café's requirements, the cost of this would be £778 inclusive of VAT.

Cllr Nocton asked what other equipment the café staff needed. H.Hall suggested another soup kettle would be useful and eventually The Centre could do with its own servery for events so that there would be no need to keep borrowing from him.

Cllr Ridge asked how much a soup kettle would be and H.Hall thought around £60.

Councillors discussed the request.

RESOLVED: That H.Hall is authorised to purchase the saladette fridge and an additional soup kettle and that a list of all catering equipment be provided for a future meeting.

e) To consider and approve the financial limits of the Centre Management team for ordering bar and café stock.

H.Hall asked for clarification as to how much the café and bar could spend on stock without requiring Councillor authorisation. She explained that now The Centre is fully stocked there should be no need for large stock orders for the bar and that café orders would only be significant prior to an event.

Councillors discussed the request.

RESOLVED: That the financial limits for ordering bar stock be set at £1,000 and café stock £500 and anything above this threshold may be approved by the Chair.

f) To review and approve the insurance quotations for the Centre.

The Clerk explained that a recommended insurance broker had been used to obtain 3 quotes, they then recommended a quote that best suits the needs of The Centre. H.Hall gave Councillors a copy of the quotation and they looked at the values set. H.Hall said that some of the values had not been adjusted and would check with the broker. The premium for 2020/21 was £2480 and for 2021/22 was £2720 to reflect the increase in cover.

RESOLVED: That H.Hall have the quote amended and if the figure remains below £3,000 it

may be circulated to Councillors for final approval.

138 **Brinsworth Community Trust Issues**

a) To ratify the appointment of an independent stock checker for the bar at a cost of £80 (plus VAT) per quarter.

The Clerk informed Councillors that she had managed to source an independent stock taker to carry out the required stock takes at The Centre. The first stock check had been completed and the year end stock check booked.

Cllr Nocton had approved the appointment in the absence of a meeting and that the results would help to identify profitability and identify any misappropriation of stock.

RESOLVED: That the appointment of an independent stock checker is approved.

b) To receive an update on the coffee machine rental and approve new contract.

H.Hall informed Councillors that the current coffee machine rental contract was shortly up for renewal. The current contract covers the machine, grinder, past mix equipment, servicing and any repairs required. Phone calls to other suppliers confirmed that the contract wasn't over priced.

Cllr Nocton asked if H.Hall had looked at buying the equipment outright. H.Hall thought this might be an expensive option if repairs were required.

H.Hall told Councillors that she had negotiated a one year extension with a £20 per month discount with the current provider which would enable her to do the proper research required to allow Councillors to make an informed decision.

RESOLVED: That the 1 year contract extension with Bebida with a £20 per month discount is approved.

139 **Update on Bookings**

a) To receive an update on regular bookings.

H.Hall shared with Councillors the list of regular bookings and agreed to share the information via email.

b) To receive an update on one-off bookings.

H.Hall shared with Councillors the list of one-off bookings and agreed to share the information via email.

c) To receive feedback on the 2 weddings held at The Centre and consider and approve whether to offer weddings going forward.

H.Hall gave feedback on the 2 recent weddings held in The Centre and Councillors thanked her and all the staff for all the hard work they had put into making both events a success.

The reviews on Facebook from the couples and their families had been excellent.

Councillors also thanked Cllr Nocton for his support and loan of equipment for the events.

Going forward H.Hall thought The Centre was well equipped to put on receptions but didn't think holding ceremonies was an option.

RESOLVED: That the future of weddings being held at The Centre be discussed and properly costed at a Hospitality Committee meeting.

140 **Committees**

- To consider and approve the terms of reference for the Hospitality Committee.

The Clerk had circulated a draft of the proposed terms of reference for Councillors and confirmed that if they needed to be amended they could be put on a future agenda to do so.

RESOLVED: That the terms of reference for the Hospitality Committee are approved.

141 **Exclusion of Press and Public**

- To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the following business to be transacted being prejudicial to the public interest.

RESOLVED: That the press and public are excluded from the next part of the agenda.

142 **Staffing**

a) To receive an update.

The Clerk confirmed that Furlough would be ended on the 30th September 2021 and all staff on contracts will need paying their hours. H.Hall will ensure all staff do from 1st October 2021.

b) To receive and approve the staffing structure recommendations from the Staffing Sub Committee

The Clerk circulated the proposed staff structure to be implanted on 1st October should it be approved. Councillors went through the proposed changes and agreed each one.

Councillors asked H.Hall if she would step out of the meeting whilst they discussed her post. Councillors discussed a pay award and an honorarium payment to H.Hall to thank her for stepping in when the Hospitality manager left and to recognise the additional work she had taken on.

The Clerk suggested that all staff be informed that the next pay review will be completed in April 2022 but any further pay increases would be subject to the success of The Centre.

RESOLVED: That subject to the amendments agreed on the Business Manager post the proposed staff structure is approved and will be implemented on the 1st October 2021. A further review of pay scales will be carried out in April 2022 but will be based on the success of The Centre. H.Hall to receive an Honorarium payment as agreed by Councillors.

c) To review and amend the current scheme of delegation to the Centre Management team.

Councillors discussed whether there was still a need for the scheme of delegation as it is superseded by other documents and policies.

RESOLVED: That the scheme of delegation to the Centre Management team is revoked.

MEETING CLOSED: 20:40

DRAFT