

## The Centre, Brinsworth

### MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 20 JANUARY 2022

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 H Hall, Mrs J Huddleston**

**176 Public Question Time**

There were no members of the public present.

**177 Apologies**

No apologies were received.

**178 Declaration of Members Interests**

The Chair asked Members to declare any interests either now or prior to the relevant agenda item being discussed.

**179 Approval of the Minutes of the Meeting Held on :-**

The Chair explained that due to the Clerk's absence the minutes of the last meeting are not available.

RESOLVED: That this would be deferred to the next meeting.

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

No issues to discuss.

**181 Finances**

a) To receive the up to date financial position

RESOLVED: Deferred to next meeting.

b) To receive the bank reconciliation for December 2021

RESOLVED: Deferred to next meeting.

c) To receive and approve the receipts and payments

Councillors asked questions about payments and receipts. Concerns were raised about the cost of running The Centre compared to its takings. It was agreed that with the new Front of House staff member now in place and able to advertise on social media, this should improve.

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

RESOLVED: That Centre staff will attend the Newsletter Working Party meeting next week to include articles for advertising the Centre in the next Parish Council newsletter.

## **182 Update on Bookings**

- a) To receive an update on regular bookings

These had been sent to Councillors prior to the meeting. The Business Manager reported that staff were contacting previous hirers to let them know the prices had been reduced and that availability was being advertised on Facebook.

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

These had been sent to Councillors prior to the meeting. Councillors asked for an update on the Craft Market and were told February is fully booked. The Business Manager reported that the new Front of House is going through all bookings, including historical ones that have rolled over due to lockdown, to get all details together and this will be reported in more detail to a future meeting. Cllr Nocton said he would speak to the Business Manager about the music licence invoices received.

- c) To receive an update on room hire charges

This has been covered above.

## **183 Equipment**

- To consider and approve the repair/replacement of café equipment

The Business Manager reported that she had emailed Councillors last week about the under counter fridge that had stopped working in the Café, and that the Chair had asked her to get three quotes which she had fetched to the meeting. Discussion centred around the scheme of delegation for The Centre that was not approved and the need for something else to be in place to allow for Centre staff to purchase low cost items in an emergency.

RESOLVED: That the Business Manager purchase a cheap second hand replacement fridge.

RESOLVED: That the Business Manager can purchase items up to the value of £200.00 without quotes or full Council approval to deal with an emergency situation until an alternative to the scheme of delegation is approved.

## **184 Manager's Report**

- To receive a report from the Business Manager if applicable

Nothing to report.

## **185 Staffing**

- To receive an update on the new Front of House staff

The Business Manager reported that the new Front of House staff member has settled in well, is already popular with Centre customers, and has a lot of experience in the role. Councillors noted it is hoped her appointment will improve The Centre advertising and income.

**186 Items Requested by Councillors**

- To consider and approve reviewing the card payment system - Cllr Jones

Cllr Jones showed details of card payment gadgets that stall holders had at the school fayre she attended, that might be cheaper than the current system used by The Centre.

RESOLVED: That the Business Manager would look at the current card payment contract and compare this with other systems to be reported back to the next meeting.

After discussion about the separate heading for Items Requested by Councillors, it was agreed that this would be added to all meetings.

MEETING CLOSED: 20.20