

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 24 MARCH 2022

Those present :

Chair : Cllr K L Hollis

Councillors : Cllr A Buckley, 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

196 Public Question Time

There were no members of the public in attendance.

197 Apologies

Apologies have been received from Cllrs Chatwyn, Gelder and Jones and the reasons given were approved.

198 Declaration of Members Interests

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

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

- 17th February 2022

RESOLVED: That the minutes of the meeting held on the 17th February 2022 are approved as a true and accurate record.

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

There were no ongoing issues to discuss.

201 Finances

a) To receive the up to date financial position

The Clerk reported that the Trust's financial position as at the 24th February 2022 was £17,408.45. A Covid Omicron grant of £4,000.00 had been received and the Clerk was thanked for applying for it on behalf of the Trust.

b) To receive and approve the bank reconciliation for December 2021, January 2022 and February 2022

The bank reconciliations for these periods had been circulated prior to the meeting and the amounts were reconciled against the bank statements.

RESOLVED: That the bank reconciliations for December 2021, January 2022 and February 2022 are checked and approved.

c) To receive and approve the receipts and payments for December 2021, January 2022 and February 2022

The list of receipts and payments for the periods had been circulated to Councillors prior to the meeting. The Clerk asked Councillors to check each month against the bank reconciliation as an additional check.

Councillors were then asked if they had any questions regarding the list for February. Cllr

Gregory said it was nice to see good takings on the bar for the month.

RESOLVED: That the receipts and payments for December 2021, January 2022 and February 2022 are checked and approved.

The Clerk informed Councillors that the accounts were now reconciled on the finance system and that a budget report would be circulated shortly.

The Clerk also informed Councillors that the priority now was to get the accounts for the previous year in a position to be audited.

202 Update on Bookings

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

The list of both regular and one off bookings had been circulated to Councillors prior to the meeting and they were asked to make any comments.

203 Manager's Report

- To receive the manager's report and take any appropriate action required.

H.Hall had circulated her report to Councillors prior to the meeting.

Councillors asked H.Hall if this had saved her any time in preparing for the meeting as previously discussed. H.Hall replied that the report had taken a significant chunk of her time up and didn't feel it told Councillors much more than her regular emails and items on the agenda for discussion. H.Hall asked if this could be reviewed as suggested at the last meeting.

RESOLVED: That the Manager's Report reverts back to an item that is submitted in the absence of the Business Manager or if there is anything significant to report.

204 Events

- To receive a report from The Centre Events Working Party and approve any appropriate decisions made.

H.Hall went through The Centre Events Working Party discussion and asked Councillors for their thoughts and approval on certain events.

Easter Egg Hunt - Parish Council Event - 16th April 2022

Activity sheets are to be handed out from the Library where there will be arts and crafts events taking place. Once the children have completed the activities they will take their completed sheets to The Centre to collect their prize from donations sourced by Cllr Hannan. The café will be open for anyone requiring refreshments.

Cllr Jones has requested that more arts and crafts be put on in The Centre along with an afternoon Easter party. H.Hall and the working party have concerns that families will not want to come back out after spending the morning doing the hunt and that the staffing and DJ costs will not be recouped by the café or bar.

H.Hall and the Clerk reminded Councillors that the financial position of The Centre is still

unstable and financial support from the Parish Council reduced so every event held by the Trust needs to be considered for its cost implications, Councillors agreed.

RESOLVED: That there are no activities or Easter party held in The Centre on the 16th April 2022 with the exception of handing out prizes and the café being open.

Party in the Park - Parish Council event - 4th June 2022

Cllr Jones had asked H.Hall to look into a DJ to play music at The Centre and extend it to the playing fields. H.Hall has also been asked to open the bar and café but as people may potentially be bringing their own food asked if this once again was a viable option.

Cllr Nocton said this would be extremely costly and Councillors did not think many people will attend the picnic in the park as many streets in Brinsworth are arranging street parties.

The Clerk reminded Councillors that due to the long bank holiday weekend many staff would also be unavailable to work on this day.

RESOLVED: That The Centre is not involved in the Party in the Park event.

Falkland's War Pie and Pea Supper - Parish Council event to be held in the Centre.

H.Hall asked Cllr Hannan if he would be able to compile a simple military quiz for the evening.

New Years Eve Party - Trust Event

Cllr Jones had asked H.Hall to organise a New Years Eve party between 5pm and 10pm for families. H.Hall informed Councillors that the cost of a DJ would be £1,200 in addition to the staff costs that would be incurred. H.Hall said the ticket costs to cover the DJ would be £12 or The Centre would make a loss. Councillors agreed that there were too many other establishments in Brinsworth putting on similar events at no charge for families.

RESOLVED: That The Centre does not hold a New Years Eve Party.

Councillors asked about a children's Christmas party and Cllr Nocton suggested that one be arranged for the week before Christmas. It was decided that the date would be 17th December 2022. This would be in addition to the Christmas lights switch on event.

RESOLVED: That a children's Christmas party is arranged in The Centre for the 17th December 2022.

The Clerk said she would arrange a Parish Council Events Working Party to get up to date on the arrangements for the Parish Council's events.

205 Staffing

- To receive an update from BCT Staffing Committee

Cllr Nocton went through the meeting of the BCT Staffing Sub Committee on the 10th March 2022.

The Front of House employee has submitted her resignation as she does not feel The Centre is the right place for her to work. H.Hall has been given approval to recruit to the post as soon as possible by Cllr Nocton. H.Hall asked if she can approach the previous applicant who was unable to attend for interview in the first instance. The Clerk confirmed that if she had been correctly short listed this was acceptable.

RESOLVED: That the Front of House position is to be recruited to as soon as possible.

One of the cleaners is leaving next week and the other potentially unable to cover due to illness. H.Hall has approached a previous employee who at this moment in time does not want to work in The Centre.

RESOLVED: That the Cleaners position is to be recruited to as soon as possible.

The Café is still struggling due to maternity and sick leave. H.Hall informed Councillors that the remaining café member was doing an excellent job and should be recognised for going the extra mile. Councillors asked H.Hall what she needed to get the café back on its feet and she said another member of experienced staff as she had requested in November.

It is still uncertain whether the member of staff on leave will be returning to work.

RESOLVED: That an experienced member of kitchen staff on a temporary 12 month basis is recruited as soon as possible.

Cllr Nocton informed Councillors that to reassure staff they have been told that the Café will be given another 12 months to try and turn things around.

RESOLVED: That the Café situation is revisited in March 2023.

Cllr Nocton also informed Councillors that H.Hall has asked for clarification on who her line manager is following a discussion with Cllr Jones. Cllr Nocton confirmed that the Clerk is H.Hall's direct line manager and in her absence himself as Chair of the Staffing Committee. Councillors agreed this was appropriate.

RESOLVED: That the Clerk is the line manager of H.Hall and Cllr Nocton, in his capacity of Chair of the Staffing Committee, in her absence.

Cllr Nocton informed Councillors that H.Hall will be working either in a Centre meeting room, the Parish Office or at home as required to enable her to get the larger tasks completed without constant disruption and Councillors were advised to make an appointment to see H.Hall for any lengthy discussions.

Cllr Nocton also informed Councillors that staff did not need to be micro managed but left to do the job they are employed to do. With this in mind he suggested that H.Hall is allocated a spending allowance of £200 to use of day to day repairs without prior authorisation and gave the example of the broken fridge.

Cllr Buckley and Cllr Ridge both agreed that staff do not need micro managing and Councillors should refrain from interfering in the day to day business.

RESOLVED: That H.Hall is allocated £200 to spend on emergency repairs as and when

required.

206 Equipment

- To receive an update on the card machine rental

H.Hall gave a report on her findings with regards to card machines. Some of the cheaper options she was asked to look at required a high volume of transactions to qualify for the lower rate.

Instead H.Hall asked Councillors to consider a monthly rolling contract with Paysense which worked out slightly cheaper than the current provider. The main advantage in swapping is that the card machine is connected directly to the tills and will reduce the amount of user errors, this in turn will speed up the cashing up process. Councillors saw the benefits in the proposal.

RESOLVED: That the card machine provider is swapped to Paysense as soon as possible.

207 Items Requested by Councillors

- To consider and approve whether stalls that are in direct competition with the café should be allowed at future craft markets - Cllr Ridge

Cllr Ridge raised the issue of cake stalls being allowed at the craft market which compete directly with The Centre café and friends of St George's Churchyard stall.

Councillors agreed that stalls that were in competition with The Centre should be avoided.

H.Hall said following the last craft fayre some stall holders said how disappointed they were and had not covered the cost of the table with the takings. Some attendees also told H.Hall that the types of stall were too repetitive. Councillors discussed the issue and Cllr Rollinson said this happened last time when the fayres were held too regularly hence the reason the Parish Council reduced them to seasonal events. It was agreed that the frequency be reviewed at the next meeting.

RESOLVED: That the types and number of stalls allowed are considered for future events.

At the end of the meeting it was discussed whether the Parish Council meetings should return to the committee room now that Covid restrictions are fully lifted. Councillors agreed that from the next meeting this should be implemented.

MEETING CLOSED 19.45