

## The Centre, Brinsworth

### MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 23 JUNE 2022

Those present :

Chair : Cllr K L Hollis

Vice-Chair : Cllr S Ridge

Councillors : Cllr A Buckley, Cllr J R Gelder, Cllr Mrs P Gregory, Cllr T Hannan, Cllr C L Jones, Cllr

Mrs M Rollinson, Cllr J Watson

Officers : Mrs H Hall

#### 233 Public Question Time

There were no members of public in attendance.

#### 234 Apologies

Apologies were received from Cllrs Chatwyn and Nocton and the reasons were accepted.

#### 235 Declaration of Members Interests

- To receive declarations of disclosable pecuniary interest (DPI's) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about the council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item of the agenda. A Member with a disclosable pecuniary interest may not participate in any discussions on the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

b) To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting

The Chair asked for any declarations prior to the meeting starting or before the relevant agenda item is discussed.

#### 236 Approval of the Minutes of the Meeting Held on :-

26th May 2022

RESOLVED: That the minutes of the meeting on 26th May 2022 are approved as a true and accurate record.

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

There were no ongoing issues to discuss.

#### 238 Finances

a) To receive the up to date financial position

HH reported that the financial position at 23rd June 2022 is £22,005.99, with £5182.16 earmarked for grant purposes.

b) To receive and approve the bank reconciliation for May 2022

The bank reconciliation had been circulated to Members prior to the meeting and Cllr Hollis checked that the figures balanced to those on the bank statement.

RESOLVED: That the bank reconciliation for May is approved.

c) To receive and approve the receipts and payments for May 2022

A list of receipts and payments had been circulated prior to the meeting. Cllr Jones does not feel the receipts give the information she wants to know, she would like to see the total income for the cafe and bar and the profit and loss figures for the month. HH explained the payments and receipts are exactly what they say, the income and expenditure for the month. The Clerk/RFO presents budget monitoring reports on a quarterly basis that show the information that she is requesting. Cllr Jones queried was it not possible that the Finance Assistant could produce these and HH explained again it was not the purpose of these reports or part of her role. Cllr Jones then requested a breakdown of what her role did involve which HH provided.

RESOLVED: That the receipts and payments for May 2022 are risk assessed and approved. Cllrs Jones and Gelder did not vote.

#### **239 Update on Bookings**

- To receive an update on regular bookings and one-off bookings

An update on bookings had been circulated to members prior to the meeting.

Councillors felt that The Centre was not receiving many bookings for evening events and should be promoting availability. They queried why other venues still received more bookings than us and did not charge as much as us. HH explained that the venues mentioned were open seven days per week from morning through to night with staffing already in place working these hours. To open The Centre in an evening we have to bring in caretaking, bar and cleaning staff which is where additional charges are incurred. HH also felt with the rising cost of living people no longer have the disposable income to want functions.

#### **240 Craft Fayres**

a) To consider and approve using the Tombola money for the upkeep of the defibrillator

Councillors felt the Parish Council should pay for the upkeep of the defibrillator and not be taken out of the tombola money.

b) To consider and approve using the Tombola money for purchasing refreshments for use by Andys Man Club

Councillors felt that the tombola money should not be used to provide refreshments for use by the Andys Man Club as this did not benefit the whole community.

c) To consider and approve any other suggestions that the money can be spent on

RESOLVED: That this item to be deferred to the Hospitality Committee.

## 241 Items Requested by Councillors

a) To consider and approve what actions can be taken to increase the cash flow or reduce costs of The Centre (Cllr Jones)

Some Councillors felt the deposit may put off potential customers booking events and Cllr Ridge suggested that we take credit card details off the hirer and if any damage occurs the cost can be recouped this way. A minimum spend over the bar was suggested but no amount agreed upon.

Cllr Jones queried a staff contract of employment and asked questions as to what the role involved, she felt the role could be made redundant and that would reduce costs. This item is to be put on an agenda for a staffing meeting.

HH discussed the opening of the café on a Saturday and explained that the takings are less than the staffing costs incurred.

RESOLVED: That the opening hours for the café will only be Monday to Friday going forward.

b) To consider and approve the need for volunteers at The Centre and a recruitment drive for them (Cllr Jones)

Cllr Jones would like to hold an event in The Centre and invite residents of the village to attend to explain the purpose of The Centre and encourage them to volunteer. She suggests the money from the tombola is used to fund this event and will run the event and then take on the role of being the volunteer co-ordinator. Cllr Jones asked HH to reiterate to staff members that volunteers are to supplement staff not to replace them and will allow for extending opening hours, which she feels will increase cashflow.

RESOLVED: That an event be held to encourage volunteers.

c) To receive the current structure of The Centre and the duties of each post (Cllr Jones)

HH explained that she had previously given copies of all job descriptions to the Parish Council, as well as the Clerk/RFO supplying the applicable rate to each role and how many hours this involved. Cllr Jones felt that the salary costs were far too high and felt she would like to see the information to understand the costings.

MEETING CLOSED 19.40 pm