

## The Centre, Brinsworth

### MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 26 MAY 2022

Those present :

Chair : Cllr K L Hollis

Vice-Chair : Cllr S Ridge

Councillors : Cllr T Hannan, Cllr A Nocton, Cllr Mrs M Rollinson, Cllr J Watson

Officers : Mrs G Blank, Mrs H Hall

#### 217 Public Question Time

There were no members of the public in attendance.

#### 218 Apologies

Apologies have been received from Cllrs Buckley, Chatwyn, Gelder, Gregory and Jones and the reasons were accepted.

Councillors are reminded that apologies and reasons for absence should be submitted to the Proper Officer of the Council in a timely manner.

#### 219 Election of Chair

- To resolve that the Chair of Brinsworth Parish Council is the newly elected Chair for Brinsworth Community Trust

RESOLVED: That Cllr Hollis is elected as Chair of Brinsworth Community Trust.

#### 220 Election of Vice Chair

- To resolve that the Vice Chair of Brinsworth Parish Council is the newly elected Vice Chair for Brinsworth Community Trust

RESOLVED: That Cllr Ridge is elected as Vice Chair of Brinsworth Community Trust.

#### 221 Declaration of Members Interests

The Chair asked Councillors to declare any interests, pecuniary or other, either now or prior to the relevant agenda item being discussed.

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

21st April 2022

RESOLVED: That the minutes of the meeting held on 21st April 2022 are approved as a true and accurate record.

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

There were no ongoing issues to discuss.

#### 224 Committees

a) To receive and approve the Trust Committee Structure and Terms of Reference document

The Clerk explained the document which had been circulated to Members prior to the meeting and asked if there were any questions.

RESOLVED: That the Trust Committee Structure and Terms of Reference documents are approved.

b) To appoint representatives to the following committees:-

The following appointments were made:-

- 1) Staffing - Cllrs Buckley, Gelder, Gregory, Hollis, Jones and Nocton.
- 2) Complaints, Appeals and Grievance - Cllrs Chatwyn, Hannan, Ridge, Rollinson and Watson
- 3) Hospitality, Events and Marketing Committee - Cllrs Buckley, Chatwyn, Gelder, Gregory, Hannan, Hollis, Jones, Nocton, Rollinson and Watson.

## **225 Policies and Procedures**

a) To consider and approve that the current constitution is still relevant

The Clerk explained that the constitution should be reviewed annually at the AGM. Any changes to the wording must be submitted and approved by the Charities Commission.

RESOLVED: That the Constitution for Brinsworth Community Trust is approved.

b) To reaffirm that the Trust will adopt all Brinsworth Parish Council policies and procedures where applicable and relevant

RESOLVED: That Brinsworth Community Trust will adopt all Brinsworth Parish Council policies and procedures where applicable and relevant.

c) To consider and approve the Financial and Management Risk Assessment for Audit purposes

The Clerk explained that the auditor had requested evidence of this policy so she had drafted the policy circulated to Members prior to the meeting. The document must then be reviewed annually at the AGM.

RESOLVED: That the Financial and Management Risk Assessment is approved.

d) To consider and approve the Reserves Policy for Audit purposes

The Clerk explained that the auditor had requested evidence of this policy so she had drafted the policy circulated to Members prior to the meeting. The document must then be reviewed annually at the AGM.

RESOLVED: That the Reserves Policy is approved.

## **226 Finances**

a) To receive the up to date financial position

The Clerk reported that the financial position at the 26th May 2022 is £10,159.50, with £5,189.16 earmarked for grant purposes. The Clerk suggested that the Trust request another payment from the Parish Council prior to the June salary payments.

b) To risk assess and approve the bank reconciliation for April 2022

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

RESOLVED: That the bank reconciliation for April is approved.

c) To risk assess and approve the receipts and payments for April 2022

A list of receipts and payments had been circulated prior to the meeting and Members asked the Business Manager questions.

RESOLVED: That the receipts and payments for April 2022 are risk assessed and approved.

d) To approve the auditor for the 2021/2022 accounts

The Clerk explained that the auditor should be approved on an annual basis.

RESOLVED: That VAR are appointed as the Trusts auditor for the 2021/2022 accounts.

e) To approve the Annual Accounts statement for 2020/2021

Unfortunately the report had not been circulated to Members prior to the meeting. As the statement needed to be approved for the audit process it was agreed that the Clerk circulate the report to Members and that the Chair and Vice Chair give their approval for the report.

RESOLVED: That the Chair and Vice Chair are to receive the annual statement and give their approval to the Clerk.

f) To consider and approve the financial spending limits of the Centre Business Manager in her own right, in conjunction with the RFO and Chair of the Trust

The Clerk read out the current spending limits and put forward her recommendations.

The Clerk reminded members that all purchases over budget or over £2,000 need full Trust approval and that purchases of good and services over £500 should have 3 quotes where ever practically possible.

RESOLVED: That the following financial limits are approved.

General Expenditure: Business Manager £200, increasing to £1,000 with the RFO's approval and £2,000 with the Chair and Vice Chair approval. All items over £2,000 need Trust approval. Purchases over £500 require 3 quotes where possible.

Café Stock: Business Manager £500, increasing to £2,000 with the approval of the Chair and Vice Chair.

Bar Stock: Business Manager £1,000, increasing to £2,000 with the approval of the Chair and Vice Chair.

## **227 Update on Bookings**

- To receive an update on regular and one off bookings

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

Councillors commented on the lack of large party bookings and agreed that gaps in the diary

need to be filled with Trust arranged events going forward. This would need to be discussed at a future Hospitality, Events and Marketing meeting.

## **228 Hospitality, Events and Marketing Committee Meeting Minutes**

- To receive feedback from the meeting held on the 12th May 2022 and consider and approve any recommendations received.

Cllr Nocton went through the issues raised at the last meeting and Members thanked him for the update.

## **229 Events**

a) To consider and approve who will lead on non craft fayre markets such as the Jumble Sales and Car Boots arranged for 2022

Members discussed the events and it was agreed to defer the car boot until the 31st July. The Clerk reminded members that these markets were agreed on the understanding that they would be run by volunteers so there was no cost to the Trust. Cllr Hollis said herself and Cllr Chatwyn would be available to help out. The Clerk suggested that advertising and taking of monies could be dealt with by The Centre reception staff.

RESOLVED: That this be discussed further at the next Hospitality, Events and Marketing meeting to be arranged for the 13th June 2022.

b) To discuss and approve The Centre's involvement in the Jubilee Trail

The Clerk informed Members that The Centre had been volunteered as the place for the trail maps to be handed out and dropped off and where the prizes could be collected from without any consultation with the Trust or Business Manager. The Business Manager had received numerous enquiries about the event but was unable to answer them as she did not have all the facts.

Members agreed that out of courtesy the Trust should have been approached to give their permission.

All agreed that the Jubilee Trail was an excellent idea.

RESOLVED: That the Clerk contact the organisers of the trail and explain the Trusts position for future consideration.

c) To discuss and approve The Centre's involvement in the Village Fete

The Clerk explained that the Assistant Clerk was concerned that no progress on the bar had been made. The Parish Council has asked the Trust to provide a bar on the day and if they are unavailable to do so an alternative will need to be sought.

The Clerk informed members that at the last Village fete the bar generated £2,800 income and it would be a shame to miss out on this. If the Parish Council goes out to another provider the income for doing this would go to the Parish and not the Trust.

The Business Manager said she would need to liaise with Cllr Nocton as she had no experience of arranging an outside bar and the member of staff that had previously arranged this was no longer working for the Trust. Cllr Nocton said he would be happy to

help but would have to charge for his time and equipment. The Clerk explained that this would not be possible due to there being a pecuniary interest and so would his family's involvement.

RESOLVED: That the Business Manager will ask a member of staff to investigate how The Centre was able to provide a bar at the last village fete and see if this is possible again. This will be then discussed at the next Hospitality, Events and Marketing meeting to be arranged for the 13th June 2022.

d) To receive an update on the Falklands event and consider and approve any actions to be taken

The Business Manager informed members that with 3 weeks to go no tickets had been sold for the event and there had only been one enquiry. Members discussed the options.

RESOLVED: That the Falklands event is cancelled and if the DJ cannot be cancelled then a general family party is arranged free of charge so that some of the costs can be recouped over the bar.

### **230 The Centre Business**

- To consider and approve that authorisation is given to the Business Manager and Chair of the Hospitality, Events and Marketing Committee to decide the appropriate opening and closing times of The Centre during public bank holidays and Christmas period.

RESOLVED: That authorisation is given to the Business Manager and Chair of the Hospitality, Events and Marketing Committee to decide the appropriate opening and closing times of The Centre during public bank holidays and Christmas period.

### **231 Exclusion of Press and Public**

- To consider and resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information

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

### **232 Staffing**

- To receive an update

The Business Manager provided her update:

The new front of house person starts on the 30th May 2022.

The new café assistant started on 23rd May 2022 and has worked 2 shifts.

The cleaner vacancy has been filled by one of the current Caretakers wanting additional hours, his performance and suitability will be reviewed.

MEETING CLOSED: 20.00