

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 19 JANUARY 2023

Those present :

Chair : Cllr K L Hollis

Vice-Chair : Cllr S Ridge

Councillors : Cllr A Buckley, Cllr J R Gelder, Cllr P Gregory, Cllr T Hannan, Cllr C L Jones, Cllr L O'sullivan, Cllr M Rollinson, Cllr J Watson

Officers : Mr P Jenkinson

281 Public Question Time

None in Attendance.

282 Apologies

Apologies were received from Cllr Nocton and the reason received was approved.

283 Declaration of Members Interests

a) 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.

NONE RECEIVED

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.

NONE RECEIVED

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

15th December 2022

RESOLVED: That the minutes of the meeting held on 15th December 2022 are approved as a true and accurate record.

285 Ongoing Matters and Decide Further Action Where Necessary

None to discuss.

286 Finances

- a) To receive the up-to-date financial position
- b) To risk assess and approve the bank reconciliation for November 2022
- c) To risk assess and approve the receipts and payments for November 2022

Questions were raised for the following:

- Insurance charge - Is this yearly?
- Bank charges of £124.91 - What is this for?
- Credit card charges - What does this include and what is the service charge for transactions?
- Till Point cloud rentals - What is this for?

APPROVED

- The Business Manager has previously been asked to send a report for the BCT meetings. The answers to the above charges to be included in the next report. The report to include:
- Purchases and the reason they are needed.
- Reasons why regular bookings have cancelled.
- Updates on new bookings.
- Anything that has broken, has been fixed or need repairing.
- Quarterly Finance Budget reports.
- A more detailed Income and Expenditure report.
- A general update on BCT.

As Cllr O'Sullivan and the Clerk/RFO are new in post, it was agreed it would be a perfect opportunity for both to review the contracts in place, alongside the Business Manager.

287 Update on Bookings

- a) To receive an update on regular bookings

Rotherham Stroke Group Booking cancellation.

RESOLVED

The Business Manager to include this on the next report.

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

RECEIVED

288 Funding

- a) To receive information on an application for a 'Warm Hub'

An update was given regarding the new Warm Hub.

- b) To approve any recommendations

RESOLVED: Cllrs Gregory, Hannan, Hollis, Jones, Rollinson and Watson all offered to volunteer to help run the Warm Hub.

289 Equipment

- a) To discuss the coffee machine contract

The Clerk gave an update that the coffee machine contract was tied into the postmix contract. Also people in the Café generally came for a special coffee/latte/hot chocolate.

- b) To approve any recommendations

RESOLVED:

- To find out the number of sales and expenditure related specifically to the coffee machine.
- To have a customer survey on the type of drink they would come in for.

- To trial new opening times of 8:30am - 4:00pm.
- Look into opening Saturdays.
- Offering a free standard tea or coffee between 8:30am and 9:00am.
- The Café Supervisor to approach the Clerk in terms of purchases of stock for the café to relive workload for the Business Manager.
- To push take outs from the café and open the hall if needed.

290

Events

- To discuss and approve the tickets/vouchers process

The Events Co-ordinator to design and be discussed at the next meeting.