

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 15 MAY 2025

Those present :

Chair : Cllr C L Jones

Vice-Chair : Cllr J Watson

Councillors : Cllr E Dawson, Cllr J R Gelder, Cllr P Gregory, Cllr P Lindley, Cllr L O'sullivan

Officers : Miss J Davies, Mr P Jenkinson

*** Attended remotely**

720 Public Question Time

No members of public were in attendance.

721 Apologies

a) To receive apologies from Councillors who are unable to attend the meeting

Cllr Buckley and Cllr Barber were not in attendance.

b) To consider and approve reasons for absence provided by Councillors who cannot attend

The reasons given were not approved.

722 Election of Chair

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

RESOLVED: That Cllr Jones is the Chair of Brinsworth Community Trust.

723 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 Watson is the Vice Chair of Brinsworth Community Trust.

724 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.

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

10th April 2025

RESOLVED: The minutes were approved.

726 Ongoing Matters and Decide Further Action Where Necessary

727 Committees

a) To consider and approve any committees

RESOLVED: The Staffing Committee would consist of Cllr Jones, Cllr Watson, Cllr Gregory, Cllr Gelder, Cllr Osborne, Cllr Lindley and Cllr Dawson.

b) To consider and approved the terms of reference of committees

RESOLVED: The Staffing Committee terms of reference was approved.

728 Policies and Procedures

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

RESOLVED: That the current constitution is still relevant.

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

RESOLVED: That the parish council policies and procedures would be adopted.

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

RESOLVED: The Financial and Management Risk Assessment was approved.

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

RESOLVED: The Reserves Policy was approved.

e) To consider and approve the Scheme of Delegation

RESOLVED: The Scheme of Delegation was approved.

729 Finances

a) To receive the up to date financial position

NatWest: £15,336.17

b) To receive and approve the bank reconciliation for April 2025

RESOLVED: The bank reconciliation was approved.

c) To receive and approve the receipts and payments for April 2025

RESOLVED: The receipts and payments were approved.

d) To approve the auditor for the 2024/2025 accounts

Item deferred.

e) To approve the Annual Accounts statement for 2023/2024

Item has been previously approved.

730 Update on Bookings

a) To receive an update on regular bookings

Update received.

b) To receive an update on one-off bookings

Update received.

731 Manager's Report

a) To receive the Managers' report

The managers report had been circulated before the meeting.

b) To consider and approve any actions

RESOLVED: The Centre manager would continue to look into blockages in the toilets.

732 Café

a) To consider and approve the rules and clarification of discount for staff & volunteers when purchasing food at the Café

RESOLVED: That

- Staff and Councillors would receive 20% discount on Food only. (Served from the Café)
- Volunteers would receive a free meal when working over a set amount of hours.
- No staff would receive a free meal when working
- Staff and Volunteers would receive free drinks (Tea, Coffee or Water) when working.

b) To consider and approve process of logging food and drinks when free

RESOLVED: That all free food or drinks would be put through the till.

733 Events

- To consider and approve the lists required when holding events and groups

RESOLVED: That The Centre Manager would produce extra lists for the Caretakers.