

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON THURSDAY 19 JUNE 2025

Those present :

Chair : Cllr C L Jones

Vice-Chair : Cllr J Watson

Councillors : Cllr E Dawson, Cllr P Gregory, Cllr P Lindley, Miss J Osborne

Officers : Mr P Jenkinson

*** Attended remotely**

734 Public Question Time

No members of public were in attendance.

735 Apologies

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

RESOLVED: Cllrs Gelder and O'Sullivan were not in attendance.

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

RESOLVED: The reasons given were not approved.

736 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.

RESOLVED: 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.

RESOLVED: None Received.

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

15th May 2025

RESOLVED: The minutes were approved.

738 Ongoing Matters and Decide Further Action Where Necessary

739 Finances

a) To receive the up-to-date financial position

This was unavailable due to staff who had access to the balance not being available.

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

RESOLVED: The bank reconciliation was approved.

c) To receive and approve the receipts and payments May 2025

RESOLVED: The receipts and payments were approved.

740 Update on Bookings

a) To receive an update on regular bookings

Update received.

b) To receive an update on one-off bookings

Update received.

741 Manager's Report

a) To receive the Managers' report

Received.

b) To consider and approve any actions

RESOLVED that:

- The Centre to provide free Tea and Coffee for the office as well as staff working in The Centre.
- Volunteers working in the Kitchen to have one free can of pop
- Staff/Volunteers to order their free Tea/Coffee through the Café to limit people behind and to make sure it is logged.
- To look into options to reduce the issue around the toilets getting blocked.

742 Stock Taking

- To receive an update on the bar stock check.

Update received.

743 Policies and Procedures

a) To discuss the three quote procedure for Brinsworth Community Trust.

The procedure was discussed.

b) To consider and approve any actions.

RESOLVED: That this must be applied. The Scheme of Delegation to be followed and only the Clerk is to authorise anything over £100, unless stated in the SOD. Quotes to be delegated to Business Support.

744 Audit/Final accounts

- To consider and approve the quote for Internal Audit 2026

Deferred due to the Centre Manager being on leave.

745 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.

746 Staffing

- a) To consider and approve the time and a half pay for the Easter Event on 18.04.25

RESOLVED: That the staff would be paid time and a half for working the Easter Bank Holiday.

- b) To consider and approve a staff resignation and the notice period.

RESOLVED: That Brinsworth Community Trust accepted the resignation and would take up the option of Payment in Lieu of Notice.