



Mrs J Nolan
Clerk to the Council

The Parish Council Community Centre
Bell Lane, Ackworth
Pontefract, WF7 7JH

Tel: 01977 611583

E-mail: clerk@ackworthparishcouncil.gov.uk

Minutes of Finance & General Purposes Committee held on Monday 4th March 2024 @ 7PM.

Attendance

Cllr Sarah Balfour - Chair
Cllr Carolyn Hall
Cllr Martin Robers
Cllr Suzy Sherratt
Cllr John Bell
Cllr Sharon Maiden

Clerk J Nolan

4 members of the public present

It was noted that the meeting started at 19:06

1. Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting. <i>The Parish Council meeting may be audio recorded under the Openness of Local Government Regulations 2014. Devices are to be placed on the table provided throughout the meeting.</i>
2. Apologies 2.1 To receive apologies for absence given in advance of the meeting 2.2 To consider the approval of reasons given for absence
2.1/2.2 None to receive.
3. Declarations of Interests and Dispensations 3.1 To receive any declarations of interest not already declared under the Council's Code of conduct or a member's Register of Disclosable Pecuniary Interests on items on the agenda 3.2 To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest 3.3 To grant any requests for dispensation as appropriate
3.1/3.2/3.3 None to receive.
4. To note the minutes for the Finance and General Purposes Committee meeting held on 22 nd January 2024
4.1 Noted.

<p>5. To receive information on the following ongoing matters arising – Clerks Update</p> <p>5.1 To receive an update on John Gulley's grave</p>
<p>5.1 The clerk advised that the status of the legal process was that the Deed of Trust was being drafted with the APC solicitor. Received.</p> <p>It was noted that Cllr S Sherratt advised on communication received regarding the self-seeding of trees in relation to John Gully's grave and had emailed the Clerk direct to review.</p>
<p>6. Financial Matters</p> <p>6.1 To receive the quarterly budget reports for Q3 Oct – Dec 2023</p> <p>6.2 To receive a request from the Ackworth Parish Council Drop-in regarding budget expenditure</p> <p>6.3 To receive the quarterly reconciliation and internal checks report Q3 Oct – Dec 2023</p> <p>6.4 To receive quotation for renewal insurance cover from existing provider (expires 4 April 2024)</p> <p>6.5 To receive a quote for a replacement hedge strimmer for the cemetery</p> <p>6.6 To review the current Energy Supplier and Tariff for recommendation to full council for delegated action to be taken by the Clerk to find and secure a better deal</p>
<p>6.1 Received – All in Favour</p> <p>6.2 The Clerk advised that from the budgeted remaining for the Drop-in group, a request had been made to purchase flowers for a long-standing volunteer and provide an Easter treat. Recommended for approval. Proposer Cllr Roberts, Seconder Cllr Bell – All in Favour</p> <p>6.3 Received – All in Favour</p> <p>6.4 Received – All in Favour</p> <p>6.5 Recommended to purchase the equipment selected by staff at a cost of £475 – All in Favour</p> <p>6.6 Recommended for approval. Proposer Cllr Balfour, Seconded Cllr Bell – All in Favour</p>
<p>7. To receive a report on CIL monies for the previous 5 years to date including receipts, expenditure where applicable for both allocated and spent monies and to make recommendations on a process to deal with any unallocated funds currently available</p>
<p>7.1 Cllr Roberts proposed for recommendation which was seconded by Cllr Bell the following process to deal with any unallocated funds currently available.</p> <ul style="list-style-type: none"> • Create an information sheet on what CIL money can be spent on • To ask residents and councillors for thoughts on what the money could be spent on either 'New' items or adding to 'Existing' items with associated costs – including a deadline date for submissions • To then follow the same process as previously completed by this Parish Council when dealing with unallocated CIL funds <p>Voting completed – All in Favour</p>
<p>8. To receive an investment and loan summary report</p>
<p>8.1 Received.</p>
<p>9. To receive a report on general reserves and items for earmarking for recommendation to full council</p>
<p>9.1 Received. Recommended that the areas below are earmarked from general reserves as potential expenditure in support of the 24/25 budget.</p> <ul style="list-style-type: none"> • 23/24 Potential Budget Deficit • 24/25 Potential Budget Deficit • Bell Lane Community Centre – Office Restructure/Refurbishment • Bell Lane Community Centre – Roof Replacement • Ackworth Quarries Community Centre – 24/25 Potential Running Costs • Cemetery – Building Repairs • Christmas Event – Decoration Upgrade • Carr Bridge Playground – Maintenance

- Potential Gala Parade 2024

It was **noted** that this will leave more than 6 months running costs remaining within reserves.

Voting completed – All in Favour

It was **noted** that Cllr S Sherratt had concerns over the accuracy of the 24/25 deficit amount due to an ongoing query with CIL income. It was agreed to open this discussion with this committee via email for further review as the Clerk does not believe there to be a CIL discrepancy.

10. Ackworth Parish Council – Policies and Procedures

- 10.1 To receive a quarterly report on FOI requests
- 10.2 To review and update the terms of reference for the LACC Working Group

10.1 Received. The Clerk provided a verbal update which confirmed that all outstanding FOI requests from 2023 had been completed and that currently there is 1 live FOI request which is within the timeframe of the procedure. It was requested by the committee that the minutes of this meeting reflected the appreciation of the office team in clearing the backlog and are now up to date with all requests.

The Chair requested a report via email on the volume of FOIs received and actioned.

10.2 It was **recommended** that the Terms of Reference are updated as per the changes outlined by the Clerk to reflect the current elected working group structure. Which were:

- An amend to 1.2 to reflect both as opposed to one councillor being a formal representative.
- An amend to 2.2 to reflect the elected Councillors to this working group as per the May 23 council meeting were 4 of the F&GP committee and not the entire F&GP committee.
- And the removal of 3.3 as a duplication.

Proposer Cllr Balfour, Seconded Cllr Robert – All in Favour.

11. Ackworth Quarries Community Centre

- 11.1 To receive a verbal update from the Clerk on the handover progress
- 11.2 To review the requirement for the completion of a drainage survey pre handover
- 11.3 To receive a quote for further bird mouth fencing requirements
- 11.4 To receive information for recommendation on installation of a defibrillator

11.1 Received. The Clerk advised that the handover had been further delayed on Strata's side. The Clerk advised that the handover would be in a three part phased approach.

11.2 The Clerk advised that upon a site visit, layers of the car park had been removed without the Parish Council's knowledge and that markings and areas dug indicated an underground search. The APC solicitor has advised on a drainage survey being completed before handover progressed.

A discussion then took place.

It was **recommended** that the Clerk engages with Strata and requests a full drainage survey to be completed prior to handover by Strata and for the results to be shared for further review. All costs to be requested to be covered by Strata. Proposer Cllr Roberts, Seconder Cllr Bell – All in Favour.

11.3 A proposal was made by Cllr S Sherratt to **recommend** a request for 3 quotes on the additional fencing for further review. Seconded by Cllr Bell – All in Favour.

11.4 It was recommended to authorise the quote provided by Defib-Warehouse. Proposer Cllr Balfour, Seconded Cllr Roberts – All in Favour.

12. PUBLIC BODIES (ADMISSION TO MEETING ACT 1960) THAT THE PRESS AND THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

12.1 All in Favour to proceed to the private section of the meeting.
13. To receive quotation for renewal of the PAT testing services for 24/25 (expires 5 April 2024)
13.1 It was recommended to go with the cheapest quotation which is Kingsley Child. All in Favour.
14. To receive the minutes of the personnel subcommittee meeting held on 24 th February 2024
14.1 Received.
15. To receive supplier quotations for lift servicing and select a supplier for recommendation
15.1 It was recommended to continue with the current supplier Clark and Partners. Proposer Cllr Roberts, Seconded Cllr Bell. All in Favour.
16. Low Ackworth Community Centre – Expression of Interest Review 16.1 To receive a report on applications received by way of expression of interest submission 16.2 To vote on candidates to shortlist for recommendation
16.1/16.2 It was proposed by Cllr Balfour that this item was deferred to an extra-ordinary meeting of this committee and that the business of that meeting would be to shortlist the candidates and to review a draft tender document (to be prepared in advance by the staff team and Councillor's within the committee with experience). Voting completed – All in Favour It was noted that the Clerk would send holding emails to all candidates who had submitted EOIs stating that due to the volume received there would be a delay to the timeline outlined which would be reviewed as part of the extra ordinary meeting. It was requested by the Clerk that the report from the LACC Working Group meeting due, would also be included as part of the Extra-Ordinary meeting. The Chair asked the committee, and all were in Favour.

Meeting Closed: 20:35