

Minutes & Proceedings of the Finance & General Purposes Committee Meeting

Held at the Community Centre Monday 5th March 2018

Present Cllr D, North (Chair) Cllr P Ford (vice chair), C, Barnett, R, Booker, J Giles, P Makinson, J Walker, (Clerk)

103. Apologies for absence were received from: - Cllr D Dyson.

104. Minutes of the previous meeting, held Monday 5th February 2018 were read.

105. Matters arising from the minutes of the previous meeting.

37 D. Cllr R Booker said the route to school footpath is very uneven and tree roots are lifting the tarmac. The chair said he would speak to the school to discuss what can be done regarding the trees. The chair said he has enquired but received no response yet.

It was agreed that the Parish Council should write to Shafton Primary Academy. To put on record its communications regarding the trip hazards along the walk to school. Which runs along the rear Boundary of Shafton Primary Academy.

The clerk wrote to Shafton Primary Academy on 11th October 2017 and the chair has visited the school on at least three occasions. Despite our best efforts to open discussions on this matter The Academy hasn't responded in any way. The clerk was asked to write again to the academy. The clerk suggested putting the matter into the hands of the ward councillors.

The meeting agreed to write to the chair of governors if we hadn't received a response by the end of this week.

A letter has been received from Shafton Primary Academy regarding damage caused to the footpath. This is in reply to our second letter dated 16th November 2017. The letter asks that The Parish Council confirms it will be willing to sort out the tarmacking if they remove the trees. The chair said The Parish Council agreed to maintain the footpath when it was originally surfaced.

It was agreed to get estimates for the resurfacing works before contacting the academy again.

It was agreed to write to the academy and the school governors to see if we can arrange a meeting with representatives of the academy to discuss the footpath and sub station.

74 D. Cllr P Makinson asked if Tucker & Son had a new agreement with VOSA regarding lorry movements. The clerk was asked to contact VOSA to enquire.

The clerk will ask if they have made changes to their operator's license.

It was agreed that the clerk would submit a complaint form to the traffic commissioner.

A complaint form has been completed and sent to The Traffic Commissioner.

91 D. Received from first impressions two estimates as follows: -

Supply and maintain 14No summer hanging baskets at a cost of £55.00 + vat per basket.

Total £924.00 incl vat.

Supply and fit 1No bracket £25.00 + vat. Supply and maintain 1No summer hanging basket £55.00 + vat. Each additional hanging basket will be £96.00 incl vat.

We now have some pledges to fund hanging baskets from local businesses, it was proposed by Cllr P Ford to inform first impressions that we require fourteen hanging baskets for this summer. The proposal was seconded by Cllr J Giles. The meeting voted in favour of the proposal. The proposal is carried.

101 C. Cllr P Ford distributed copies of a draft summer work schedule for the caretaker for comments. The chair said we also need to go back to a time sheet for the caretaker. And asked the clerk to look at producing one. The clerk produced a weekly timesheet for the caretaker and it was agreed to trial the use of it in conjunction with the work schedule.

106. Ratification of the minutes of the previous meeting.

106 A. Proposed ratification Cllr P Ford seconded by Cllr P Makinson. The minutes of the F & G meeting held on the 5th February 2018 are ratified.

107. Accounts for payment. Cheques to the total value of £1732.37 were approved for signing. Cheques were signed by Cllrs D North and P Ford.

108. Monthly Statement of Accounts. The clerk produced a statement of Receipts and Payments up to and including the month of February 2018. Direct debits are – Community centre water £123.66. BMBC, £3030.00 Xmas lights. Total direct debits £3153.66. Cheques were made payable to SYPA £77.79 ex clerk. S Philips £1300.00 new boiler. D Dyson £288.98 pat tester. Cash payments: - Xmas fuddle £95.60. Tool Station £11.47 paint brushes. Deacons' £26.00 masonry paint. Morrison's £24.32 petrol. Total expenditure for February 2018 £7425.89. Total income for February 2018 £445.79. Members accepted the figures and the clerk was thanked accordingly.

109. Correspondence.

109 A. Received the monthly invoice from SYPA for the ex-clerks pension of £77.79.

109 B. Received the baxi boiler registration confirmation and buildings regulations compliance certificate. From S Philips SPD Gas and Heating Services.

109 C. Yorkshire water invoices for supply to community centre £123.66 and the allotment site is still in credit of £140.92.

109 D. Notice from BMBC to inform us to complete a small business relief form. (This has been completed and submitted to BMBC.)

109 E. Invoice from BMBC for erection and removal of Xmas lights for the value of £3030.00. This was paid 28th February 2018.

109 F. Grounds maintenance contract from BMBC offering 14 cuts of the recreation grounds for the cost of £678.22 + vat. Cllr P Ford proposed that we accept the quote Cllr C Barnett seconded the proposal. The meeting voted unanimously in favour. The proposal is passed.

109 G. Information regarding the preparation required for the general data protection regulation (GDPR). Which comes into force 28th May 2018.

110. Any other business.

110 A. The clerk reported that the new General Data Protection Regulation (GDPR) legislation requires that the Parish Council designates a data protection officer. The meeting agreed that because the clerk handles all the information relating to this. The clerk should be the designated officer. The chair proposed that the clerk J Walker is the designated data protection officer for the parish council. Cllr P Ford seconded the proposal the meeting voted unanimously in favour of the proposal.

110 B. The clerk was asked to organise a meeting with the caretaker and two Cllrs to discuss the timesheet and work schedule.

110 C. Cllr P Ford reported that there are ball marks on the walls inside the home side changing rooms. They are also storing a table, a two ring gas burner and a calor gas bottle in the changing rooms. The clerk was asked to write to the teams organisers.

111. Date of next meeting. 9th April 2018 at 07.00pm. The Chairman closed the meeting at 08.15pm