

Minutes of the meeting of Ackworth Parish Council's Finance and General Purposes Committee held at the Parish Council Community Centre, Bell Lane, Ackworth, on Monday 28 June 2021 commencing at 7.30pm

Present: Cllr S Balfour in the Chair
Cllrs M Galvin, T Hames, M Roberts

1. To receive apologies for absence and to approve the reasons given.

1.1. Apologies were received and accepted from Cllr J Bell and Cllr G Marshall

2. Declarations of Interests and Dispensations

2.1 To receive declarations of interest from Councillors on items on the agenda

2.2 To receive written requests for dispensations for disclosable pecuniary interest (if any)

2.3 To grant any requests for dispensation as appropriate

Cllr Hames submitted a request for dispensation for agenda item 9, to allow him to take part in the discussion but leave the room for the vote. All Councillors agreed

3. To receive and note the minutes of the meeting held on 26 April 2021

3.1. The minutes were noted.

4. To receive and note any matters arising from the minutes

4.1. None to receive

5. To appoint three members to the Personnel Sub Committee

5.1. Cllr Roberts proposed and Cllr Galvin seconded Cllr Balfour, Cllr Bell and Cllr Hames. All councillors agreed.

5.2. Cllr Roberts proposed and Cllr Hames seconded Cllr Balfour to be the convenor of the meetings

6. To review the Terms of Reference for the Personnel Sub Committee

6.1. Cllr Robert proposed and Cllr Hames seconded that the Terms of Reference are accepted. All Councillors agreed.

7. To receive recommendations from the Internal Auditor and to recommend a course of action to the Parish Council

7.1. To appoint a Council Officer to check digital payments

Cllr Balfour proposed and Cllr Roberts seconded that the Administrator does this. All Councillors agreed.

7.2. To appoint a Parish Councillor to carry out monthly checks on payments made from each cashbook

Cllr Roberts proposed and Cllr Galvin seconded Cllr Hames carries out the checks. All Councillors agreed.

8. To recommend to the Parish Council that an annual subscription is paid to Sound Cloud.

8.1. This subscription is required to allow unlimited audio recordings of the Parish Council meetings be uploaded to the website. Cllr Roberts proposed and Cllr Hames seconded to recommend to the Parish Council that the subscription is paid for. All Councillors agreed.

8.2. It was further agreed to recommend to the Parish Council that as a matter of courtesy, those recording the meeting should be obliged to declare it. On previous occasions the Effective Management of Recording at Local Council and Parish Meeting policy was left on each seat and this practise should continue. All Councillors agreed.

9. To receive an update on Low Ackworth Playing Field Lease and to recommend any action required to the Parish Council

9.1. Cllr Balfour and Cllr Hames provided an update on progress. Wakefield Council have agreed to draw up a 30 year lease for the Parish Council. Clarification to be sought regarding who is drawing up the sub-lease.

Cllr Hames left the meeting

Cllr Balfour proposed to write again to Wakefield Council asking for notes of the meeting that had taken place between Officers at Wakefield Council and members of Low Ackworth Community Association, any assurances that were given about the lease, and ask for it to be set out clearly what the relative responsibilities are of the Parish Council as the main leaseholder and Low Ackworth Community Association as the sub-leaseholder. All Councillors agreed.

Cllr Hames re-joined the meeting

10. Cil Funding - to agree the dates for the submission process.

10.1. It was agreed to recommend to the Parish Council the follow dates

- 26 July – advertising and notices; noticeboards, website, Facebook
- 4 September – deadline for completion of application forms
- 20 September – Extraordinary Parish Council meeting for selection and prioritisation of application

10.2. The application form will be available on the Parish Council's website along with guidance notes.

10.3. Those residents who have previously submitted suggestions via email will be contacted and asked to complete an application form.

11. To recommend to the Parish Council the cost of installing an additional sink at Brackenhill Centre and to decide on a hiring charge for use by one person for a specified period.

11.1. It was agreed to recommend to the Parish Council an additional sink is installed in the kitchen for hand washing

- 11.2. It was agreed to recommend to the Parish Council that rather than charging a set hiring charge, for a period of six weeks, 20% of the takings will be requested. This can then be review following the six week period.

12. Health & Safety - receive and note a report on Health & Safety Issues

- 12.1. The report was received and noted. It was proposed by Cllr Balfour that it be minuted that the meeting thanked the staff involved for an excellent report. All Councillors agreed

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 THE PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

13.To receive minutes of the Personnel Sub Committee held on 4 February 2021

- 13.1. The minutes were received.