

**REPORT OF THE MEETING OF THE COUNCIL HELD IN THE WINNING POST ON TUESDAY 12<sup>th</sup> NOVEMBER 2019 AT 7.00PM.**

**Present:** Cllr. M.Houlbrook (Chair)

Cllrs. S.Durant, C.Ellis, N .Etherington, D.Knight, A.Knott, M.Phillips and R.Porter.

2 members of the public.

The Safety procedures in case of fire were explained to all present.

A minutes silence was held for two former Mayors, Margaret Holt-Taylor and Norman Walsh, who had both recently passed away.

**3486. APOLOGIES**

Apologies were received from:

Cllr. C.Blackham

Cllr. J.Blackham

Cllr. J.Phillips – Illness

Cllr. R. Powell - Work

**RESOLVED: That the apologies be accepted.**

**3487. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr. S. Durant – Member of the Doncaster Council Planning Committee.

Cllr. M. Houlbrook – Member of the Doncaster Council Planning Committee.

**3488. MINUTES**

Consideration was given to signing the minutes of the Council Meeting held on Tuesday 8<sup>th</sup> October 2019. Cllr. Ellis said that he was in attendance at the meeting, but had not signed the Attendance Register.

**RESOLVED: That the minutes be signed and accepted as a true record.**

**3489. MATTERS RAISED BY THE PUBLIC**

One member reported a loose board on a local building site – although it was not a Council item, the Clerk said that he would report it to the builder.

A question was raised regarding the Woodland Classroom charges – would it be the same charge approach as that for the recent request from the fitness class at Moorends. This would be discussed later in the meeting.

**3490. PLANNING APPLICATIONS**

**3490.1 Major Applications**

i) **19/02614/FUL** – Installation of multi-use games area (MUGA) at Thorne King Edward Road Primary School, King Edward Road, Thorne.

**RESOLVED: No observations.**

**3491. FINANCIAL REPORT**

The Clerk circulated the Financial Report to the end of October. He reported that funds had been moved to Capital Receipts, the second part of the Precept had been received.

Councillors were supplied with copies of the Bank Reconciliation along with the corresponding Bank Statements.

The monthly payment list was circulated and the following points were raised:

- The former Clerk's name needs taking off the Natwest Bank Statement. Councillors were advised that the office is in the process of doing this.
- Scamp Security – would like to see a distinction between alarm resets and maintenance.
- Photocopier – excess charge appeared high. The Clerk advised that credits have been received. He said that he assesses the budget throughout the year and there has been increased useage of the machine over the year and that it is more economical than the previous copier.

- Could the Account number and sort code be blacked off from copies of Bank Statements.

**RESOLVED: That the report be noted along with the comments made.**

### **3492. REVISED BUDGET**

An updated budget schedule was circulated as generated from the councils finance software. The Clerk explained how the coding system worked, also what the columns represented. He explained that when preparing the budget he tends to be cautious on the income figures and goes higher on the expenditure figures.

The Clerk gave a detailed explanation of many of the updated figures and his rationale for the changes.

**RESOLVED: That the report and updated budget be noted.**

### **3493. THORNE COMMUNITY WOOD**

The Clerk reported that he had met with a lady who already operates woodland classrooms on a part-time basis in the Doncaster area. From April 2020, she is looking to go full time with the business and use Thorne Community Wood once per month (with other possible bookings on an ad-hoc basis). She had advised that she is fully insured and the Clerk had seen a folder of her work, she has booking arrangements with other Town and Parish Councils who own woodland. Some of the Councils have granted her free use whilst others seek a 5% levy on her takings.

The proposer is fully insured and will carry out her own Health & Safety RAMS (Risk Assessment and Method Statement) for her activity; she had been endorsed by the Friends of Thorne Community Wood.

The general consensus from Councillors was that more information was required before a decision could be made.

**Resolved: That the proposer be invited to attend the February Council Meeting to give a presentation to Councillors and answer any further queries, and that any documents be forwarded to Councillors prior to the meeting.**

### **3494. DELVES**

The Clerk reported that a full refurbishment specification had been prepared and approved by the Delves Working Group. He advised that the cost of refurbishment is intended to be met through Section 106 funding from Doncaster Council, although efforts are underway to secure additional funding in order to be able to deliver the full refurbishment specification.

The Clerk said that it is proposed by the working group that subject to securing the additional Section 106 funding that the proposed specification be approved and adopted by the Council.

**RESOLVED: That the recommendations of the Delves Working Party to approve the refurbishment specification is agreed subject to Section 106 funding being fully secured.**

### **3495. CLERKS REPORT**

The concept of having a Clerk's Report is to get information across without having a large agenda and the opportunity for the Clerk to update members. This evening he reported:

- The Christmas Light switch on event will take place on Friday 29<sup>th</sup> December in the Market Place, and the Moorends Christmas Service on Thursday 5<sup>th</sup> December outside Moorends Hotel between 6-8pm.
- Staff had completed Fire Safety Training.
- Two staff members had completed First Aid Training.
- New fire doors were going to be fitted at Moorends Community Centre.
- The interest in the land at Winning Post had been withdrawn.
- Firework event was successful.
- Remembrance Day Service in the Park was successful. A World War 1 Centenary memorial had been made and donated by Doncaster College.
- Repairs had been carried out to the Welfare Ground entrance.
- The roof at Coulman Bungalow was in need of repairs.

- Cassons Court – the representatives had gone quiet, he would chase them up.
- The Clerk asked if any Councillor had something they wished to include in the budget then they should let him know.
- The insurance claim for the damaged Memorial Wall was being pursued.
- A vacancy for a Town Councillor had arisen due to the resignation of A.Jones.

**RESOLVED: That the report be noted.**

**Cllr.Etherington retired from the meeting.**

**3496. STANDING ORDER 10a xi – EXCLUSION OF PUBLIC AND PRESS**

Consideration was given to the implementation of Standing Order 10 a xi (Exclusion of Press and Public) in view of the confidential nature of the business about to be transacted

**RESOLVED: That Standing Order 10 a xi is invoked due to consideration of confidential matters.**

**3497. PENINSULA BUSINESS SAFE ONLINE**

The Clerk reported that previously the Council had previously invested in a H & S package from Peninsula which he considered to be a good package, providing a wealth of supporting material and guidance.

The Clerk is keen to fully embed the package into the Councils existing H& S systems but due to an excess amount of other commitments he is unable to do so as quickly as he would like. The package requires a large degree of upfront development work which involves utilising the package guidelines for adaptation to the Council's specific affairs.

**The Chair was conscious of the time (8.55pm) and sought agreement to extend the meeting. This was agreed.**

The Clerk reported that there was a need for fresh Fire Risk assessments to be undertaken across all the Council buildings. This is work that forms part of the Peninsula package. The Clerk recommended that an independent expert is utilised for this work this time round so as to ensure that all bases are covered or identify areas in need of remedial action. A quotation of £2000 has been received.

**RESOLVED: That the Council create a dedicated Health & Safety management and review budget of £6000, that suitable quotes be obtained to ensure best value is being obtained in commissioning this work, and that the Clerk in consultation with the Full Council be authorised to appoint a consultant to undertake the work after consideration of the quotes provided the cost does not exceed the allocated budget.**

**End of meeting.**

**The meeting ended at 9.20pm.**