

Minutes of the Town Council Meeting held on Monday 15th September 2014 at 7.00pm based at Social Centre, Westfield Lane

Present: Cllrs P Jordan Mayor
R Askew
R Brown
B Capstick
M Gray
J Treacy
J Tunstall
S Tulley
T Walker

In attendance Mrs C L Baxter Town Clerk

1. **To receive apologies for absence**
Cllr R Hayhurst – Prior Engagement
Cllr J Pickin – Prior Engagement
Cllr J Thomas – Holiday
2. **To receive Declarations of Interest (Disclosable Pecuniary) and requests for dispensation**
None
3. **To approve Minutes of Town Council meeting of 23rd June 2014 as a true and accurate record**
Resolved. The Minutes of the Town Council meeting of 23rd June 2014 were accepted as a true and accurate record and duly signed by the Mayor.
4. **To approve Minutes of Finance and Management, Land and Property Committee meeting of 14th July 2014**
Resolved. The Minutes were approved as a true and accurate record.
5. **To approve Minutes of Recreation Committee meeting of 14th July 2014**
Resolved. The Minutes were approved as a true and accurate record.
6. **To approve Minutes of Environment and Planning Committee meeting of 14th July 2014**
Resolved. The Minutes were approved as a true and accurate record.
7. **To approve Minutes of Staffing Committee meeting of 14th July 2014**
Resolved. The Minutes were approved as a true and accurate record.

8. **To approve Minutes of the Extra Ordinary meeting of 22nd August 2014 as a true and accurate record**
Resolved. The Minutes were approved as a true and accurate record.
9. **To approve Receipts and Payments report up to 31st August 2014**
Resolved. Receipts and Payments report was approved as circulated to all members of the Town Council.
10. **To approve Accounts for payment up to 15th September 2014**
Resolved. The accounts for payment were approved and cheques signed by Cllrs Brown and Jordan for the sum of £26,777.45 (General Account) and £19,752.96 (Wages Account).
11. **To approve Imprest report up to 31st August 2014**
Resolved. The Imprest report was approved as circulated to all members of the Town Council.
12. **To submit items of Correspondence (FIO)**
 RBL – Invitation for Mayor to attend annual festival – 2nd November 2014
 Job Centre – Work placement information
 YLCA – White Rose update – September 2014
 Bob Wild – Quotation for grass machinery – Frickley pitches
 WMDC – Second half of precept and WBSP Q1 claim
 RBL – Request for financial support for Remembrance day buffet
 Roberts Jackson Solicitors – Industrial deafness literature
13. **Westfield Centre**
- a) **SECF Ltd updates**
 Minutes circulated to all members of the Council
- b) **The Lanes Café – Updates**
 Trading continues to improve with the additional party catering
- c) **Adult Education – Updates**
 A meeting with the new Service Director – Christine Haines is set to take place on 2nd October 2014 at the Westfield Centre.
- d) **Roof Maintenance – Updates**
 The roof maintenance and felting are still outstanding and the contractors are set to visit the Westfield Centre over the next week.
- e) **To report new user groups and party bookings**
 A number of new groups have started at the Westfield Centre, including Ladies fitness classes, Ladies boot camp classes, Dancing classes and Tutorials.
- f) **To discuss Men’s Sheds progress and developments**
 Screwfix are willing to supply equipment to create a workshop inside the Westfield Centre, this project will be progressed by the Chair of SECF Ltd.

14. **To approve Michael Hyde and Associates – Architects for first floor refurbishment and to agree terms and conditions**
Resolved. Members agreed to instruct Alice Darrington of Michael Hyde and Associates with immediate effect in order to fulfil ERDF requirements regarding defrayment and procurement by 31 December 2014. Members further agreed to her terms and conditions as per the quotation provided by MHA.
15. **To report on openness and recordings of Council meetings**
Resolved. The Town Clerk reported on the amendments to legislation regarding the openness and recordings of Council meetings, the standing orders will be amended accordingly.
16. **To agree Computer depreciation policy**
Resolved. All desk top computers within the business have a varied shelf life dependant on their individual capabilities. All lap top computers used on the ERDF programme will have a shelf life of three years.
17. **To consider purchase of blinds for the Westfield Centre (black and sound out blinds)**
Resolved. Members agreed to purchase blinds at the cost of £3,500.00 in accordance with GPC Localism Act 2011, sections 1 to 8.
18. **To give updates on the proposed closure of the SESKU Surestart Centres and meeting with Cllr Olivia Rowley**
Resolved. Cllr S Tulley attended a meeting at Wakefield and made an official offer to make the Westfield Centre available to the three local Surestart Centres based in South Elmsall, South Kirkby and Upton. There would be no cost to the groups when using the centre and its facilities.
19. **To report on the meeting held with Cllr Denise Jeffery**
Resolved. Cllr S Tulley reported on his meeting with Cllr Jeffery to discuss a number of matters including Minsthorpe Swimming Pool, it was thought a public statement from Wakefield MDC was imminent. He further reported that he was hopeful the pool would be managed and maintained by Wakefield MDC.
20. **To agree a date for internal controls inspection**
Resolved. An internal inspection would be carried out on Monday 22nd September 2014 by members of the finance committee.
21. **To discuss arrangements for Christmas Light Switch on 2014**
Resolved. The town centre trees have been ordered and would be installed ahead of the switch on which was scheduled for Wednesday 19th November 2014. All the invitations had been sent out for the buffet and refreshments at the Westfield Centre.

22. **To report on the sale of the Weston Hall, Westfield Lane**
Resolved. The sale has completed and the funds have been transferred to South Elmsall Town Council interest account. The legal fees and estate agent fees have been deducted at source.

Mayor Peter Jordan Date October 27th, 2014