

**Minutes of the Town Council Meeting held on Monday 1st July 2013 at 7.00pm
based at Social Centre, Westfield Lane**

Present:	Cllrs	J Thomas R Askew R Brown B Capstick M Gray R Hayhurst J Pickin S Tulley E Tunstall J Tunstall T Walker	Mayor
In attendance		Mrs C L Baxter Mrs J A Patton	Town Clerk Deputy Town Clerk

- To receive apologies for absence**
Cllr P Jordan – Illness
- To receive Declarations of Interest (Personal or Prejudicial)**
Cllr E Tunstall – Member of the Royal British Legion – Item 24
Cllr T Walker – Member of the Royal British Legion – Item 24
- To approve Minutes of the Extra Ordinary Meeting of 7th May 2013 as a true and accurate record**
Resolved. The Minutes of the Extra Ordinary Meeting of 7th May 2013 were accepted as a true and accurate record and duly signed by the Mayor.
- To approve Minutes of the Town Council Meeting of 13th May 2013 as a true and accurate record**
Resolved. The Minutes of the Town Council Meeting of 13th May 2013 were accepted as a true and accurate record and duly signed by the Chair.
- To approve Minutes of Finance and Management, Land and Property Committee Meeting of 10th June 2013**
Resolved. The Minutes were approved as a true and accurate record.
- To approve Minutes of Recreation Committee Meeting of 10th June 2013**
Resolved. The Minutes were approved as a true and accurate record.
- To approve Minutes of Environment and Planning Committee Meeting of 10th June 2013**
Resolved. The Minutes were approved as a true and accurate record.

9. **To approve Minutes of Staffing Committee Meeting of 10th June 2013**
Resolved. The Minutes were approved as a true and accurate record.
10. **To approve Receipts and Payments report up to 31st May 2013**
Resolved. Receipts and Payments report was approved as circulated to all members of the Town Council.
11. **To approve Accounts for payment up to 1st July 2013**
Resolved. The accounts for payment were approved and cheques signed by Cllrs Brown and Hayhurst for the sum of £19,759.33 (General Account) and £6,525.30(Wages Account).
12. **To approve Imprest report up to 31st May 2013**
Resolved. The Imprest account was approved as circulated to all members.
13. **To submit items of Correspondence (FIO)**
Royal British Legion – Request for donation
WMDC Planning Dept – Right of way access off Mill Lane
St Marys Table Tennis – Presentation evening – 12th July 2013
YLCA – Ebulletin 28th June 2013
WMDC – Early engagement consultation
Adam Whittaker – Scrap value – Westfield signs
WREN – First instalment
WMDC – Election costs breakdown
British Telecom – New telephone line installation fee – Westfield Centre
YLCA – Annual review
WMDC – Changes to planning permissions
14. **To consider donation to SESKU Festival Committee - 2013**
Resolved. A donation of £1,000.00 was agreed for SESKU Festival Committee - **LGA 1972, section 145**
15. **To agree Data Protection Policy and Equal Opportunities Policy for South Elmsall Town Council**
Resolved. The policies were agreed and adopted from July 2013.
16. **To consider correspondence received from South Elmsall United Services Club in relation to the purchase of land adjacent to High Street and under the ownership of South Elmsall Town Council**
Resolved. Members agreed to give the matter further consideration at a later date.
17. **To consider request to store Brierley and Grimethorpe Community Bus at Social Centre car park, Westfield Lane for a period not exceeding two months**
Resolved. Permission was granted pending adequate insurance provision being provided by Brierley and Grimethorpe Town Council.

18. **To report Beth's Angels accident fund updates**
Resolved. The SECF Ltd charity deposit account balance totals £921.00. A further bank account to raise funds for Beth's Angels has been opened by the Beths Angels committee.
19. **To report Clerks complaint regarding banking error – RBS**
Resolved. The Town Clerks complaint was upheld and compensation totalling £250.00 was paid directly into the Town Councils bank account as an apology.
20. **To agree date for internal checks and controls – Finance Committee, South Elmsall Town Council**
Resolved. The internal checks and controls will be carried out by members of the finance committee on Monday 22nd July 2013 at 6pm, ahead of the finance committee meeting.
21. **To report and update on Westfield Centre Food Bank**
Resolved. Minutes of the food bank meeting were circulated to all members of the Town Council. The steering group will meet on Wednesday 3rd July 2013 to agree the constitution and positions.
22. **To report Internal Audit report – May 2013**
Resolved. The report was agreed as circulated to members.
23. **To appoint a trustee to South Elmsall Charities following resignation of Mr J W Benson**
Resolved. Cllr T Walker was appointed as trustee with immediate effect.
24. **To agree Royal British Legion Carol Concert – 14th December 2013 at Westfield Centre in aid of Beth's Angels**
Resolved. A Carol concert will take place on Saturday 14th December 2013 at Westfield Centre. The concert will be organised and hosted by Royal British Legion. The tickets will cost £5.00 per person with all funds being donated to the Beth's Angels fund. Tickets will be sold by South Elmsall Town Council. All refreshments will be provided by South Elmsall Town Council and a grand raffle will be organised by Deputy Town Clerk - all proceeds from the raffle will be used for the Christmas Toy Appeal for underprivileged children.
25. **To report Gleeson Homes updates and details of Levis LLP legal fees**
Resolved. The Town Council agreed to accept Gleeson's offer of £5,000.00 inclusive of legal costs. Members agreed to release an initial payment of £500.00 from the funds to be given to the Beth's Angels fund (SECF Ltd Charity Fund).

26. **To consider Christingle 2013 and fund raising for Christmas Toy Appeal for underprivileged children**
Resolved. The Christingle will be deferred to Christmas 2014 due to the Royal British Legion Carol Concert. A grand raffle will be organised to raise funds for the toy appeal.
27. **To report on Receptionist and Cleaners (x2) vacancies for Westfield Centre**
Resolved. One receptionist post and two additional cleaning posts have been created and will commence on 22nd and 29th July 2013. The positions have been filled with the help of Job Centre and are eligible for cash incentive funding. The receptionist post may also be eligible for additional funding via ERDF.
28. **Westfield Centre**
- a. **SECF Ltd updates**
Resolved. The Town Clerk circulated minutes to all members of the Council.
- b. **Electricity supply updates**
Resolved. The Town Clerk met with Npower on site at Westfield Centre and checked the meter for abnormalities. The meter was not serving any other buildings and appeared to be correct. The header tanks, security alarm and internal lights had been using the supply.
- c. **Triton Construction – Updates re: Drains, Electricity cables in rooms not covered in refurbishment scheme, data points in crèche and upstairs offices and header tanks**
Resolved. The Town Council agreed to fund additional data points in crèche and upstairs offices at a cost of £1,485.00 plus vat.
The electrics in rooms not covered by the refurbishment will be checked before using. The header tanks will be disabled. The drains and manhole problems were not reported to the Town Council in advance of work and in accordance with the signed contract, the Council will dispute the associated costs and reasons concerning the outside manhole.
- d. **Adult Education**
Resolved. The Town Clerk was asked to arrange a meeting with Stephen Crofts and Councillors Capstick and Tulley to discuss adult education financial package and additional classes for the new academic year.
- e. **Child Day Care updates**
Resolved. The Town Clerk contacted outside childcare providers and is waiting for their response.
- f. **Roof Repairs updates**
Resolved. Roof repairs will continue when Triton Construction complete - week commencing 15 July 2013.
- g. **British Telecom – Apparatus and communications lines updates**
Resolved. The telephone lines and broadband will be installed on 10th July 2013. The installation of lines and apparatus total £3677.30 excluding vat.

h. ERDF – To agree purchase of equipment – Reception seating and Computer hardware

Resolved. The Council agreed to the purchase of faux leather sofa and tub chairs (black) and Computer hardware (four) with printer for hot desk room. The external signage was agreed and Jubb Signs appointed in accordance with quotations received. Estimates will be sourced for live screen advertising in Reception portal.

Mayor **Date**

