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Minutes of the Brackenhall Sub-Committee meeting

held in BHCC, Baildon BD17 5EA

on Friday, 3 August at midday

MINUTES

*Present: Councillors Peter Ashton, Joe Ashton and Lynne Ware; FoBH representatives Jan Pollard and Eddie Nash;
Richard White, manager of BHCC.*

- 1819/1 BH Election of a chair for the municipal year 2018/2019**
Councillor Lynne Ware was elected chair for 2018-2019.
- 1819/2 BH Election of a vice chair for the municipal year 2018/2019.**
Councillor Joe Ashton was elected vice chair for 2018-2019.
- 1819/3 BH Apologies for absence**
None
- 1819/4 BH Councillors attending but not a Committee Member**
None
- 1819/5 BH Disclosures of interest**
None
- 1819/6 BH Minutes of the previous meeting**
Approved unanimously.
- 1819/7 BH Public participation**
None requested.
- 1819/8 BH Response to public participation**
None
- 1819/9 BH Important information from Councillors and staff**
None
- 1819/10 BH Terms of reference**
Terms of reference were noted by the committee.

- 1819/11 BH To recommend any changes to terms of reference to the Environment Committee**
No amendments were made. A discussion was held about whether three councillors were sufficient.
- 1819/12 BH To receive a budget update**
Councillor Joe Ashton presented the budget.
Councillor Peter Ashton suggested that we look for a more economic wifi contract.
Action: ask the clerk to investigate with YLCA to see if we can obtain assistance in writing a business plan for BHCC.
- 1819/13 BH To agree the allocation of the budget to subheadings**
Budget subheadings as provided by the RFO were accepted unanimously.
Moved by Councillor Peter Ashton, seconded by Councillor Lynne Ware, approved unanimously.
- 1819/14 BH To agree which budgets will be delegated to the Town Clerk/Centre Manager**
Councillor Joe Ashton moved that the following budgets be delegated to the Town Clerk:
- Insurance
 - Energy
 - 3 Rings
 - Water
 - Waste Collection
 - ID cards
 - Wifi
 - Cleaning
- Seconded by Councillor Ware, approved unanimously.
- Councillor Peter Ashton moved that £2,500 from the operating budget be delegated to the Centre Manager for operating expenses, and another £500 for project costs from the remainder of the operating budget and from reserves. Seconded by Councillor Ware, approved unanimously.
- 1819/15 BH To agree a revised scheme of delegation to the Town Clerk/Centre Manager**
Councillor Joe Ashton presented a scheme of delegation.
Action: to ask the clerk, in conjunction with the centre manager and the volunteer coordinator, to review recruitment levels of volunteers.
Councillor Peter Ashton moved to agree the revised scheme, seconded by Councillor Ware, approved unanimously.
- 1819/16 BH To agree a revised charging, income and cash collection policy for Bracken Hall**
Councillor Joe Ashton presented a policy for charging, income and cash collection.
Amendments proposed:
- £30 cash float rather than £100.
 - It was pointed out that the scheme says, "The Centre Manager *may* make charges for the provision of toilets...", not "*shall*".

- On the final line, “any purchase of stock” should be for items under £2.

Addendum: it was agreed that there is a need to compile an inventory beginning now.

It was noted that a room charge policy had been agreed two years ago, but the revision of the document had not taken place, and the room hire policy remains.

It was also noted that we need a receipt book to record purchases.

Councillor Joe Ashton moved to agree the amendments and addendum, seconded Councillor Peter Ashton , approved unanimously.

The substantive motion to approve the new scheme of delegation was proposed by Councillor Joe Aston, seconded by Councillor Peter Ashton, approved unanimously.

1819/17 BH Promotional opportunities

To agree any promotional opportunities arising from this agenda, to delegate these to the Council’s appointed spokespersons for publicity, and to agree who is to provide copy.

1819/18 BH Items for future agenda

- business plan
- the feasibility of giving FoBH a grant from next year’s budget
- volunteer recruitment
- room hire policy
- review sales policy
- review Centre Manager’s discussion documents and update reports

1819/19 BH Next Bracken Hall Sub-Committee meeting

The next Bracken Hall Sub-Committee meeting date and time, will be at BHCC on Friday, 24 August at 11:00 a.m.

Town Clerk 01274 593169 clerk@baildowntowncouncil.gov.uk