

Hedon Town Council
Minutes of the Proceedings of a Meeting of
Finance & General Purposes Committee
held at St Augustine's Church, Church Lane, Hedon
24 June 2021

Present: In the Chair – Cllrs S Gallant
Cllrs: C Billany, J Brindley, J Dennis, B Hanson, Miss S Rommell,
Miss D Storr Cllr B Stockdale and D Thompson
Town Clerk: J Macklin

1. Apologies for Absence

Cllrs: N Black, Mrs B Goldspink and C Minns

Resolved: that the apologies were accepted

The Chairman introduced Sgt Chris Whitehead of the local policing team who gave a report on last month's crime statistics and answered questions from Councillors. Any issues or questions subsequent to the meeting should be forwarded via the Town Clerk.

2. Confirmation of the Minutes

The Minutes of the meeting of the Finance & General Purposes Committee held on 27 May 2021 were agreed as being a correct record of the proceedings thereat.

Resolved: That the minutes were confirmed as a true record

3. Updates on the Minutes

Min 5: The priority post box has been installed and is in use.

Min 11: The Council was awaiting information from South Holderness Cricket Club as to how the advertising sponsorship will work re one or multiple adverts over the term.

Min 24: Investigation into the ANPR ticketing suggestion for Iveson Car Park has moved on – a representative of Shield Security had visited the site and will let us have information on available options.

Min 26: Yorkshire Water will update the Council on the maintenance work at Greville Road reservoir which was scheduled to begin this week.

4. Declaration of Interests

4.1 To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared

4.2 To note dispensations given to any member of the Council in respect of the agenda items listed below.

5. To approve Accounts Payable Schedule – June

The Schedule previously circulated to Members, will form part of the Minutes.

Resolved: that the schedule of payments for June 2021, signed by two Councillors, in the sum of £12,630.46 was approved

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6. To receive an update on the financial position of the Council as at 31 May 2021
The Chairman referred to the documents attached to these Minutes which had been circulated to all Councillors; the documents indicated the financial position of the Council as at 31 May 2021.

Resolved: that the schedules showing receipts/payments made during the month of May, and the budget monitoring report were approved

7. To approve Risk Assessment Report for 'Computer Equipment', 'Council Property & Documents', 'Data Protection' and 'Employment of Staff'
Members reviewed the risks associated with 'Computer Equipment', 'Council Property & Documents', 'Data Protection' and 'Employment of Staff'

Resolved: that the Risk Assessment Reports for 'Computer Equipment', 'Council Property & Documents', 'Data Protection' and 'Employment of Staff' were approved as tabled

8. To consider action following damage to vehicles on Ivy Lane from falling tree bough

The Chairman referred to the recent incident where a tree branch fell onto two parked vehicles and damaged a hedge on Ivy Lane. Members noted that the Council's insurance company were completely satisfied that the Council maintained and surveyed its trees within current guidance and that no liability could be attached to the Council. However, accepting no liability but as a gesture of goodwill, Members agreed that the damage should be paid for by the Council. The payments would be in full and final settlement of this and any future claims in respect of this incident.

Resolved: that the repair costs for the vehicle most badly damaged, in the sum of £1490.91 plus VAT, would be paid by the Town Council

Resolved: that the repair costs for the vehicle less badly damaged (awaiting notification from the driver/insurance company) up to a limit of £500 would be paid by the Town Council

Resolved: that repairs to the damaged hedge in the sum of £100 would be paid for by the Town Council

9. To review appointment of representatives on outside working groups and bodies
The Chairman went through the list of outside bodies and Councillors indicated their wish to be involved. The reviewed document forms part of the Minutes and is attached.

Resolved: that the representatives to outside bodies was reviewed and agreed in line with the attached document

10. To approve content for the town advert in 'Welcome to Hull and East Yorkshire'
Members had been circulated with the copy from the 2019 book and agreed that no changes were required.

Resolved: that the copy, as tabled, was approved for the town advert in the 'Welcome to Hull and East Yorkshire' guide

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11. To receive a report from the Events Working Group and to approve actions taken
Cllr Storr reminded Members that if they had any photographs for inclusion in the calendar for 2022 they should let her or the Town Clerk have them by the end of next week. The selection process could then be finalised.
12. To receive a report from Hedfest Working Group and to approve actions taken
Cllr Brindley referred to the notes of the meeting held on 4 June which had been circulated to all Members. The group was awaiting the post production of the filming; a meeting was scheduled for 25 June when an update from Africa Studios would be given.

Resolved: that the report and actions taken were noted

13. Update on 'Re-opening High Streets Safely Fund' following zoom meeting on 17 June
The Chairman referred to the notes of the meeting which had been circulated to all Members and updated Members on the discussion at the meeting on 17 June. Funding was available for various things: benches and picnic tables had been requested for Market Hill at the meeting as the deadline for those items had been 21 June. Other items that could be applied for included minor painting or maintenance, cleaning works (including graffiti removal) and funding for new/restart events happening before March 2022. Members should send their suggestions to the Town Clerk by 29 June as the deadline for applications was 30 June.

The Chairman also noted that the Hedon Recovery Workshops report would be presented at a zoom meeting on 14 July with all stakeholders/traders being invited to attend. The Council had been provided with a copy of the report.

14. Update on the pilot bus scheme – one day a week extension to CB3 service in Hedon
The Chairman updated Members on the pilot bus scheme. ERYC were looking into costs and artwork for providing publicity and leaflets/timetables. The map and timetable had been agreed with a flat fare of £1, or free with a bus pass. The service would be launched on 7 July in Hedon – firm details still to be received. The success of the pilot scheme would determine whether the service remained after the initial six month period. Publicising the scheme would be extremely important to its success and it was hoped that HU12 and 'Rant and Banter' would help get the message out.
15. Report from Streaming Council Meetings Working Group and to approve recommendation
The Chairman referred to the meeting notes that were circulated to all Members and the Recommendation contained.

Resolved: that the Town Council would take no further action with regard to the streaming of Council meetings due to the associated costs and lack of support for this proposal; this would be looked into again in the future as technology progressed

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16. Report from Charity Concert Working Group and to approve recommendation
Cllrs Rommell and Brindley declared pecuniary interests as they were members of the Amy Black Community Centre Committee that were involved in the running of the event. They left the meeting and took no part in the discussion or vote.
The Chairman referred to the meeting notes that were circulated to all Members and the recommendation contained. He confirmed that the Council had powers under the Local Government Act 1972 S145 to fund 'entertainment and support the arts' and could use its general reserves rather than the S137 budget.

Resolved: that the Council approved the granting of £2000 from general reserves to The Amy Black Community Centre towards the cost of staging for the 'Ruben's Voice' event being held on 21 August 2021; receipts for expenditure would be required

17. To consider having a 'Hedon Town Council Grant Application Scheme and budget'

Members felt that Hedon Town Council should consider having a 'Grant Application Scheme' which would require an in-depth discussion on the structure and documents required (template documents had been circulated) Members agreed that a Working Group should meet to discuss and agree recommendations on documentation and budget and report back to the Committee.

Resolved: that a Working Group was formed to agree recommendations on the structure, documentation and proposed budget for a Council Grant Application Scheme; Cllrs Brindley, Gallant, Hanson, Rommell, Storr and Thompson would form the working group

18. To discuss Hedon Town Council's response to the consultation on the proposed Parliamentary Boundary change for South West Holderness

Cllr Thompson raised the consultation process into the proposed Parliamentary Boundary Change and how the Council proposed to respond. After a lengthy discussion it was agreed that Members needed to meet as a working group to agree the Council's response. The Town Clerk would schedule a zoom meeting before the end of July. Members were reminded that they could respond to the consultation as individual Councillors – deadline for replies was 2 August 2021.

Resolved: that a working group meeting (by Zoom), open to all Members, be organised before the end of July to agree the Council's response to the consultation on the proposed Parliamentary Boundary change for South West Holderness

19. Correspondence

- 19.1 E-mail from the Office of the Police and Crime Commissioner re publicising 'SayNoToFraud' Campaign – Members agree to publicise the campaign.
19.2 Briefing Document – Local Implications of 'Bus back 'Better' – the new National Bus Strategy for England (Consultation document) – Councillors should respond individually.
19.3 ERNLLCA Finance Training Dates – if any Councillor wishes to attend please let the Town Clerk know as soon as possible as the dates get full very quickly.

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- 19.4 E-mail from ERYC re results of the 7 day traffic survey on 8.3.21 at B1263 Magdalen Lane, Hedon – it was noted that the results of the survey indicated that the site was low priority and would be monitored by Traffic Management. Town Clerk had asked ERYC what the 'additional options that could be offered were'. It was also noted that a 7 day traffic survey was planned on 5 July for St Nicholas Gate, Hedon.
- 19.5 E-mail request for a litterbin on the junction of Magdalen Lane and Brevere Road – this had been added to the 'wish list' for the 'Welcome Back' Fund; if unsuccessful it would be looked at again.
- 20. Members' points of information and items for the agenda
 - 20.1 An item should be put on the agenda to look at traffic issues on Watson Drive
 - 20.2 An item re street lighting would be put back on the agenda once a meeting with ERYC representative had been held
 - 20.3 The new Police and Crime Commissioner would be invited to attend a future meeting, possibly in the new year

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Chairman of Finance & General Purposes Committee

FINANCE SCHEDULE - JUNE 2021

Date	Name	Description	Net Amount	VAT	Total Amount	Ref No	Already Pd	Cheques Pd	Salaries	Invoices to be pd	Signed off by Cllr Gallant	Signed off by Cllr Brindley
06.06.21	Sheppard Nurseries	Hanging Baskets	1850.83	370.17	2221.00	Bacs044				2221.00	84	B
25.06.21	ERYC	Dog Fouling cards	20.00	4.00	24.00	Bacs045				24.00	84	B
10.06.21	Zurich	Insurance Premium	5074.93	0.00	5074.93	Bacs046	5074.93				84	B
25.06.21	Johnsons of Hedon	broom shaft and connectors	12.00	2.40	14.40	Bacs047				14.40	84	B
01.06.21	Koom	Internet Services	147.00	29.40	176.40	DD048	176.40				84	B
01.06.21	O2	Mobile phone	22.93	4.59	27.52	DD049	27.52				84	B
01.06.21	British Gas	Electricity - Stores (Apr/May)	18.04	0.90	18.94	DD050	18.94				84	B
04.06.21	Business Stream	Water Stores	23.15	0.00	23.15	DD051	23.15				84	B
07.06.21	Business Stream	Water Cemetery	14.71	0.00	14.71	DD052	14.71				84	B
01.06.21	Koom	Broadband Police Station	55.00	11.00	66.00	Bacs053				66.00	84	B
25.06.21	F Kemp & Son Ltd	Rep to Churchyard Wall	1980.00	396.00	2376.00	Bacs054				2376.00	84	B
16.06.21	British Gas	Electricity - Stores (May/Jun)	14.67	2.31	16.98	DD055	16.98				84	B
25.06.21	G K Beaulah & Co Ltd	Hedon Shields	353.80	70.76	424.56	Bacs056				424.56	84	B
10.06.21	ACS	Stationery	79.72	15.94	95.66	Bacs057				95.66	84	B
20.06.21	CNG	Gas - Town Hall	75.24	3.77	79.01	DD058	79.01				84	B
23.06.21	Total Gas & Power	Electricity - Town Hall	75.78	3.79	79.57	DD059	79.57				84	B
23.06.21	Total Gas & Power	Electricity - Market Place	8.70	1.45	8.70	DD060	8.70				84	B
28.06.21	HSBC	Bank Charges	8.30	0.00	8.30	DD061	8.30				84	B
30.06.21	British Gas	Electricity May/June	23.28	1.16	24.44	DD062	24.44				84	B
20.06.21	Salaries	Salaries	7195.18		7195.18				7195.18		84	B
20.06.21	HMRC	PAYE & NI	1285.40		1285.40				1285.40		84	B
20.06.21	ERPF	Pensions	955.95		955.95				955.95		84	B
			12124.28	506.18	12630.46		231.71	0.00	9436.53	2962.22	84	B
			12125.32	505.14								

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Appointment of Representatives on outside Working Groups and Other Bodies 2021 – 2022

Working Group	Members
E.R.N.L.L.C.A.	Cllrs Billany and Brindley
Painters Charity	Cllrs Gallant, Stockdale, Thompson
Alexandra Hall Management Committee	Cllr Goldspink
ERYC Flood Liaison Panel	Cllrs Brindley and Storr
Vivergo	All Members
Hedon Nursery School	Cllr Rommell

***F&GP Committee Meeting on 24 June 2021 – Minute no 9
JM/25.6.21***