

Hedon Town Council
Minutes of the Proceedings of a Meeting of
Finance & General Purposes Committee
held at the Town Hall, St Augustine's Gate, Hedon
26 May 2022

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

1. To Elect a Chairman

It was Proposed by Cllr Dennis and Seconded by Cllr Brindley that Cllr Gallant be Chairman of the Finance & General Purposes Committee. There were no other nominations.

Resolved: that Cllr Gallant was elected unopposed as Chairman of the Finance & General Purposes Committee

Cllr Gallant took the Chair

2. To elect a Deputy Chairman

It was Proposed by Cllr Gallant and Seconded by Cllr Storr that Cllr Brindley be Deputy Chairman of the Finance & General Purposes Committee. There were no other nominations.

Resolved: that Cllr Brindley was elected unopposed as Deputy Chairman of the Finance & General Purposes Committee

3. Apologies for Absence

Cllrs: Black (illness), B Goldspink (isolating), B Stockdale (access),

Resolved: that the apologies were accepted

4. Confirmation of the Minutes

The Minutes of the meeting of the Finance & General Purposes Committee held on 28 April 2022 were agreed as being a correct record of the proceedings thereat.

Resolved: That the minutes were confirmed as a true record

5. Updates on the Minutes

Min 3(15) At the Annual Town Meeting it had been reported that repair of the ProLaser speed gun had been carried out free of charge.

Min 3(17) A provisional date of 5/6 July had been received for the installation of the solar lighting.

6. Declaration of Interests

6.1 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

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

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7. To note Accounts Payable Schedule – May
The Schedule previously circulated to Members, will form part of the Minutes.
Resolved: that the schedule of payments for May 2022, signed by two Councillors, in the sum of £24,324.22 was approved
8. To receive an update on the financial position of the Council as at 30 Apr 2022
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 30 April 2022.
Resolved: that the schedules showing receipts/payments made during April and the budget monitoring report were approved
9. To receive the Internal Auditor's report for the year ended 31.3.22
The Chairman referred to the report and the Town Clerk's reply which had been previously circulated.
Resolved: that the Internal Auditor's report was noted; it was noted that there were only minor items raised which had been satisfactorily dealt with
Resolved: that the Town Clerk and Assistant Town Clerk were thanked for their efforts in obtaining an excellent report
10. To approve full Risk Report for 'Car Parks', 'CCTV' and 'Cemeteries/Churchyards'
The Chairman referred to the Risk Reports for 'Car Parks', 'CCTV' and 'Cemeteries/Churchyards.' Members agreed that Risk 342 - Dog fouling in Cemeteries/Churchyards should be amended to reduce the Impact on Council figure to 1. Members noted that there had been a recent incident where a headstone had been damaged; everyone is issued with the Rules & Regulations Document when purchasing plots in the cemetery, and it is strongly suggested to anyone erecting headstones that they take out insurance. The Grounds Maintenance staff do a very good job of maintaining the cemetery and are regularly reminded to take care around gravestones.
Resolved: that the Risk Assessment Reports for 'Car Parks', 'CCTV' and 'Cemeteries/Churchyards' were approved, subject to the amendment agreed above, as tabled
11. To review List of Charges and Payments documents
Cllrs Banks, Brindley and Rommell declared pecuniary interests in this item where the charges/payments related to the Alexandra Hall (SB) and the Amy Black Community Centre (JB/SR); they left the room during that part of the discussion.
Members agreed that the charges associated with Alexandra Hall and the Amy Black Community Centre should remain the same; Councillors Banks, Brindley and Rommell returned to the meeting for the remainder of the item.
The Chairman noted that the inclusion of the charge to Humberside Police for provision of broadband raised by the Internal Auditor had been added to the list of charges. There was a lengthy discussion with regard to the review of allotment charges; Members agreed that this should be a separate discussion within the Property Committee once quotes are known for the fence/gate and a decision taken on whether this work would be done.

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Members agreed that charges associated with the Cemetery should remain the same.

Resolved: that, except for Allotment rents, the charges and payments contained in the documents would remain the same; allotment rents would be discussed at a separate Property Committee meeting in time for the rent invoices to be sent out in December

12. To note report from Events Working Group and approve actions taken
Cllr Storr updated Members on the discussions at the meeting held on 20 May; notes of the meeting had been circulated to Members. She thanked Cllr Rommell for judging the event as her last mayoral duty; she also thanked all the Councillors that had attended and supported the event. Organisation of the Flower Festival was ongoing; a decision was required for the percentage split of the proceeds between St Augustine's Church and the Mayor's Charity. After discussion it was agreed that the percentage should be 60%/40% in favour of St Augustine's Church.

Resolved: that the report was noted and actions taken approved; the percentage split of 60%/40% in favour of St Augustine's church was agreed for the proceeds from the Flower Festival

13. To note report from Hedfest Working Group and approve actions taken
Cllr Brindley updated Members on the meetings of the Hedfest Working Group meetings held since 28 April; copies of the notes had been previously circulated to all Members. Organisation of the event is well underway and a final meeting was scheduled for Friday 27 May. Extra expenditure had been required for a Tug of War rope (£155), Bandanarama – music for the parade (£300) and an extra ERYC Licence in respect of stalls (£130). It was likely that there would more expenditure required for items for the Carnival Parade, particularly if a classic car could be found to be the lead vehicle.

Resolved: that the report was noted and the actions and expenditure so far recommended was approved

14. To note report from QE70 Working Group and to approve actions taken
The Chairman updated Members on the discussions; notes of the meetings since 28 April had been previously circulated. Again, organisation of the Jubilee events is well underway for the Beacon Lighting on Thursday 2 June; Hedfest (as above) on Friday 3 June, Concert in St Augustine's Church on Saturday evening 4 June and a Civic Parade and Service of Thanksgiving on Sunday 5 June. The town was looking very red, white and blue; hanging baskets and bunting was up and retailers' shop window displays were excellent. If any Members were available on Sunday at 11.30am to help set up tables/chairs in Alexandra Hall that would be very welcome. The commemoration badges had been given out to primary schoolchildren with the rest going on sale at various venues around the town. An excellent flyer (produced by Ray Duffill) outlining all the weekend's events was also available at various places around the town.

Resolved: that the report was noted and the actions taken and expenditure recommended was approved

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15. To note verbal report from Climate Change Working Group
The Chairman noted that, although ERYC had produced a Climate Change report last year and set up a working party to set out an action plan, nothing seemed to have happened. The Chairman had recently attended a zoom seminar run by NALC which had given lots of information on websites etc but it was agreed that the town should take its lead from ERYC's action plan. It was agreed that the Council would write to the ERYC Cabinet Member responsible to find out what was happening. The Chairman and the Town Clerk would agree the wording. Once a reply had been received a meeting of the Climate Change WG would be scheduled.

Resolved: that the Council would write to ERYC Cabinet Member responsible for Climate Change to find out when the Action Plan would be available

16. To appoint the Hedon Town Council Parish Transport Champion
The Chairman referred to a letter from ERYC; Members agreed that Cllr Hanson would take on this role.

Resolved: that Cllr Hanson would be the Hedon Town Council Parish Transport Champion

17. Correspondence

- 17.1 To note retirement of the Editor of the Holderness Heartbeat – After discussion Council agreed that the information was noted and that a letter of thanks, for his many years of service and help to the Council over the years, be sent to Mr Ed Blank. An item to look into how the Council would produce its newsletter going forward would be on the next F&GP Agenda. An invitation would be sent to Mr Blank to attend before the F&GP meeting to discuss ways forward for the Council newsletter with Members.

Resolved: that the Council would write a 'thank you' letter to the Holderness Heartbeat Editor who would be invited to discuss a way forward for the Council newsletters before the next F&GP Committee meeting

- 17.2 To consider sites for cycle racks – e-mail from ERYC refers: Members noted that this item tied in with the recent discussion with ERYC regarding a joint planter/cycle rack at the north end of Market Place.

Resolved: that the Council would prioritise the planter/cycle rack on the Market Place

- 17.3 Reply from ERYC re how they are going to tackle illegal/inappropriate parking: Members were disappointed, but not surprised, at the response and agreed that a response indicating that should be sent. After discussion Members agreed that an invitation to attend an informal meeting with Councillors should be sent to Graham Stuart MP to discuss the specific problem of parking on pavements and grass verges.

Resolved: that an invitation to attend an informal meeting of Councillors, as outlined above, should be sent to Graham Stewart MP

- 17.4 Members were reminded about the invitation to attend the next YEP Community Forum meeting on Thursday 16 June in Preston Community Hall at 7pm.

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18. Members' points of information and items for the agenda
 - 18.1 Members noted the problems with the piece of land at the end of Station Road where trees and foliage had been felled and weed killer used on the track. ERYC were aware of the weed killer that had been used on the public track.

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Chairman of Finance & General Purposes Committee

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FINANCE SCHEDULE - May 22

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
11.05.22	Rodahead	Watering machine batteries	183.33	36.67	220.00	Bacs027	220.00				82	
11.05.22	Encore	Organist	75.00	0.00	75.00	Bacs028	75.00				84	
26.05.22	O2	Mobile Phone Charges	24.71	4.94	29.65	DD0029	29.65				84	
20.05.22	Total Energies	Electricity - Town Hall	31.85	1.59	33.44	DD0030	33.44				84	
27.05.22	Lambda Medical	First aid - QE Sunday event	154.00	0.00	154.00	Bacs031				154.00	84	
27.05.22	ERYC	Licence - Sweepers Depot	250.00	0.00	250.00	Bacs032				250.00	84	
27.05.22	St Johns Ambulance	First Aid - penny throwing	48.00	9.60	57.60	Bacs033				57.60	84	
27.05.22	Alexandra Hall	CCTV charge 2022	250.00	0.00	250.00	Bacs034				250.00	84	
27.05.22	RBS	Year End closedown	558.00	111.60	669.60	Bacs035				669.60	84	
27.05.22	F G Adamsons	Mountfield HP41	165.87	33.17	199.04	Bacs036				199.04	84	
27.05.22	Kcom	Internet Services	147.00	29.40	176.40	Bacs037	176.40				84	
27.05.22	Community Heartbeat	Defib supplies	14.00	2.80	16.80	Bacs038				16.80	84	
27.05.22	Play Inspection	Annual Inspections (Play&skate)	139.00	27.80	166.80	Bacs039				166.80	84	
27.05.22	Rennisons Tree Spec	Tree work in Elsiegate	2800.00	560.00	3360.00	Bacs040				3360.00	84	
27.05.22	BL Fire Risk Ltd	Fire Risk Assessment	475.00	0.00	475.00	Bacs041				475.00	84	
27.05.22	First Aid Box Ltd	First Aid - Hedfest	630.00	126.00	756.00	Bacs042				756.00	84	
27.05.22	Johnson of hedon	Various items	15.05	3.01	18.06	Bacs043				18.06	84	
06.05.22	Hedon Media	Ink Cartridges	36.00	0.00	36.00	Bacs044	36.00				84	
12.05.22	ERYC	TEN Licence - Hedfest	21.00	0.00	21.00	Bacs045	21.00				84	
28.05.22	HSBC	Bank Charges	52.89	0.00	52.89	Bacs 046	52.89				84	
01.05.22	First Aid Box Ltd	First Aid - Beaconlighting event	180.00	36.00	216.00	Bacs047				216.00	84	
01.05.22	ERYC	Pest Control contract	264.60	52.92	317.52	Bacs048				317.52	84	
01.05.22	Hedon Publication	May Newsletter	470.00	94.00	564.00	Bacs049				564.00	84	
27.05.22	Arco	Cleaning supplies	64.24	12.85	77.09	Bacs050				77.09	84	
27.05.22	F Kemp & Son	Bench base for Elsiegate	1185.00	237.00	1422.00	Bacs051				1422.00	84	
27.05.22	F Kemp & Son	Far Bank permeable paving	950.00	190.00	1140.00	Bacs052				1140.00	84	
27.05.22	F Kemp & Son	Churchyard - Boundary Wall	2000.00	400.00	2400.00	Bacs053				2400.00	84	
27.05.22	Arco	Hazard tape and ties	68.01	13.60	81.61	Bacs054				81.61	84	
27.05.22	Public Sector Audit	Final internal Audit	663.40	0.00	663.40	Bacs055				663.40	84	
27.05.22	Community Heartbeat	De-fib pads	96.00	19.20	115.20	Bacs056				115.20	84	
15.05.22	Kcom	Phone bill	38.67	7.73	46.40	DD057	46.40				84	
27.05.22	Flowers Designed	Dog Show Flowers	40.00	0.00	40.00	Bacs058				40.00	84	
27.05.22	Greenprint	Hedfest Banners	124.75	0.00	124.75	Bacs059				124.75	84	
20.05.22	Salaries	Wages	7379.84	0.00	7379.84				7379.84		84	
20.05.22	HMRC	PAYE & NI	1721.80	0.00	1721.80				1721.80		84	
20.05.22	ERPF	Pensions	997.33	0.00	997.33				997.33		84	
			22314.34	2009.88	24324.22	0.00	690.78	0.00	10098.97	13534.47	84	