

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
23 June 2022

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

1. Apologies for Absence

Cllrs: Black (illness), B Goldspink (on holiday), B Stockdale (access),
Resolved: that the apologies were accepted

2. Confirmation of the Minutes

The Minutes of the meeting of the Finance & General Purposes Committee held on 26 May 2022 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 17.1 The Editor of the Holderness Heartbeat had found a buyer for the magazine and had agreed to meet with Councillors prior to the Planning Committee meeting on 14 July; he will bring the new owner to that meeting.

Oct '21 ERYC had reviewed the Public Spaces Protection Order and had agreed no changes (including refusing the amendment to the No Drinking Zone on the Market Place requested by the Town Council). Members noted that the proposed licence for outdoor seating for Luxe in this area was in abeyance at the moment; information would be circulated to Councillors as it became available.

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 note Accounts Payable Schedule – June

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

Resolved: that the schedule of payments for June 2022, signed by two Councillors, in the sum of £56,160 was approved

6. To receive an update on the financial position of the Council as at 31 May 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 31 May 2022.

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

7. To approve full Risk Report for 'Clocks', 'Code of Conduct' and 'Computer Equipment'

The Chairman referred to the Risk Reports for 'Clocks', 'Code of Conduct' and 'Computer Equipment'.

Resolved: that the Risk Assessment Reports for 'Clocks', 'Code of Conduct' and 'Computer Equipment' were approved as tabled

8. To consider reply from ERYC regarding Town Council's letter to the CEO on closer co-operation between the two councils

The Chairman referred to the reply from ERYC which had been previously circulated. Members were pleased at the positivity of the reply from ERYC and the offer to meet with Councillors which they supported. It was felt that in order to get the best possible outcome from that meeting that an agenda should be put together of discussion subjects. ERYC would then be in a position to bring relevant personnel to the meeting.

Members noted an e-mail received today inviting them to a 'drop in' event being held by ERYC to meet officers from various departments. Councillors felt this was a positive step although the nearest session was not until October in Withernsea. Members would be attending either in person or via zoom.

The Chairman also noted that, following meetings last year with ERYC Reopening High Street officers, an audit of signage seemed to be almost complete and a briefing note would be supplied within the next couple of weeks.

Resolved: that Cllr Hanson would put together an agenda of items that the Council wished to discuss with ERYC at the proposed meeting (which would be arranged by the Town Clerk once the agenda was available)

9. To note report from Events Working Group and approve actions taken

Cllr Storr updated Members on plans for the Flower Festival in July. There was a meeting scheduled for the following day to discuss this in more detail, along with updates on producing the calendar.

Resolved: that the report was noted and the actions taken were approved

10. To note report from Hedfest Working Group and approve actions taken

Cllr Brindley updated Members on the de-brief meeting of the Hedfest Working Group following the event on 3 June which had been a great success. It was noted that the budget showed approx. £4.5k surplus which could be put back into Ear Marked Reserves for a future event. Members discussed the way forward for the next event including whether it should be held annually or biannually etc and how much the budget would need to be in the face of rising costs. A Hedfest WG meeting was scheduled for the following day to discuss these points in more detail.

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

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11. To note report from QE70 Working Group and to approve actions taken
The Chairman reported on the other three events held over the Jubilee Weekend, all of which were very well attended and, despite some issues, had been very successful.

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

12. Climate Change Working Group - Update
The Chairman noted that no reply had yet been received to the Town Council's letter enquiring about the Action Plan; the Town Clerk was asked to send a reminder and this item would remain on the agenda.

13. To consider reply from Graham Stuart MP re illegal parking/inappropriate parking
The Chairman referred to the reply from Graham Stuart which had been previously circulated to all Members. After discussion Members agreed that the most suitable option was to take up the offer of a meeting in the Town Hall on Saturday 10 September after Graham Stuart's street surgery.

Resolved: that Members would meet with Graham Stuart MP in the Town Hall at 12 noon on Saturday 10 September

14. To approve expenditure on xmas trees (large and small) and agree charge for small xmas trees for 2022
The Chairman referred to the information provided by the Town Clerk in respect of the purchase of xmas trees for the Market Square, Town Hall and for sale to retailers/residents of St Augustine's Gate/Souttergate with electrical outlets.

Resolved: that expenditure of £2269 for xmas trees was authorised

Resolved: that the Council would charge £20 for purchase of a small xmas tree

15. To agree contract for Tree Consultant for Hedon Town Council
The Chairman referred to the blind quote information previously circulated in respect of a Tree Consultant from August 2022.

Resolved: that the contract for Arboricultural Services to the Town Council was awarded to JCA Ltd from 1 August 2022 in accordance with their quote

16. To consider request for the siting of a portacabin at Amy Black Community Centre
Cllrs Brindley and Rommell declared a pecuniary interest in this item as they were members of the Management Committee of the Amy Black Centre.
The Chairman noted that an offer of a free portacabin had been made to the Amy Black Community Centre which would be invaluable as an extra space for community use. After a lengthy discussion Members agreed that permission should be given and set out in a licence document. The Licence would be for an initial period of 5 years and set out certain conditions covering for example that it was 'not to impede access to the rear of the building', 'what would happen if the unit fell into disrepair' etc.

Resolved: that permission was given for the siting of a portacabin immediately to the rear of the Amy Black Community Centre and a Licence for an initial period of 5 years would be put in place

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17. To consider request to use Far Bank for Haven Arms bonfire/firework event
The Chairman referred to the request which had been put before the Property Committee previously and moved to this agenda for further discussion. Members discussed the request in detail and agreed that the Council supported the event and would give permission for the use of Far Bank subject to the necessary licences, permissions and insurances being in place from the event organisers. No charge for the area would be made and the area should be returned to its original state.

Resolved: that permission was given for the use of Far Bank for a bonfire/firework event so long as all necessary licences, permissions and insurances were in place; and that the area was returned to its original state following the event

18. Correspondence
18.1 Members noted that there would be a temporary road closure to allow carriage maintenance works on Paull Road and Hedon Road commencing 27 July 2022.
19. Members' points of information and items for the agenda
19.1 The Chairman reported on the Holderness Health – Patient Forum which he had attended and the improvements that continued to be made to the service. Concerns were raised that not enough was being done and the service still required a lot of improvement. An e-mail had been circulated to all Members about the next Forum which was scheduled for 15 August. The last one had been badly attended and it was possible that no more would be held unless attendance increased.
19.2 The Chairman referred to an e-mail which had been received enquiring about meeting MS3 representatives regarding full fibre network in Preston and Hedon. Members felt they should agree to a meeting to obtain more information; the Town Clerk was asked to make arrangements.

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Chairman of Finance & General Purposes Committee

FINANCE SCHEDULE - June 22

Date	Name	Description	Net Amount	VAT	Total Amount	Ref No	Already Pd	Cheques Pd	Salaries	Invoices to be pd	Signed off by Cllr	Signed off by Cllr
24.06.22	Advanced Alarm	Call out following flood damage	40.50	8.10	48.60	Bacs060				48.60		
24.06.22	Haven Arms	QE70 Sunday buffet	1500.00		1500.00	Bacs061	1500.00					
24.06.22	Encore	QE70 Sunday organist	75.00		75.00	Bacs062				75.00		
24.06.22	City of Hull pipe band	QE70 Saturday concert	250.00	0.00	250.00	106760		250.00				
09.06.22	A Piper for All Occasion	QE70 Piper Beacon Lighting	100.00	0.00	100.00	106578		100.00				
24.06.22	Advanced Alarm	Repair to alarm	70.00	14.00	84.00	Bacs063				84.00		
09.06.22	Radphone	QE70 radio hire	140.00	28.00	168.00	Bacs064	168.00					
09.06.22	B&A Scaffolding	Hedfest Barrier Hire	700.00	140.00	840.00	Bacs065	840.00					
09.06.22	Alexandra Hall	CCTV Host Charges 2022	250.00	0.00	250.00	106756		250.00				
24.06.22	XPH Consultants	Toner for photocopier	374.00	74.80	448.80	Bacs066				448.80		
24.06.22	F G Adamson	Throttle Trigg	4.11	0.82	4.93	Bacs067				4.93		
24.06.22	Humber Security Sol	Hedfest Security Officers	504.00	100.80	604.80	Bacs068	604.80					
24.06.22	Princess Parties	Hedfest - Costumed characters	100.00	0.00	100.00	Bacs068	100.00					
24.06.22	The Ibox	Hedfest - attraction	410.00	0.00	410.00	Bacs069	410.00					
09.06.22	HMRC	Balancing payment '21	404.61	0.00	404.61	DD070	404.61					
24.06.22	Shaw & Sons	Burial Grant Rights register	318.00	63.60	381.60	Bacs071				381.60		
24.06.22	Johnson of Hedon	Various items	34.86	6.97	41.83	Bacs072				41.83		
24.06.22	D S Fuels& Lubricants	Fuel	554.44	27.72	582.16	Bacs073				582.16		
24.06.22	VisionICT	Domain renewal - biannual fee	65.00	13.00	78.00	Bacs074				78.00		
24.06.22	Hirst Conservation	Town Hall - Ceiling repair	4404.00	880.80	5284.80	Bacs075				5284.80		
03.06.22	AvantiGas	Gas - Town Hall	133.51	6.68	140.19	DD076	140.19					
30.06.22	Low Fuelcard	Fuel	137.24	27.45	164.69	DD077	164.69					
01.06.22	Alexandra Hall	QE70 Hire of Hall (Sunday)	75.00	0.00	75.00	106755		75.00				
24.06.22	The Fireworkers Ltd	QE70 Beacon Lighting	100.00	20.00	120.00	Bacs078	120.00					
10.06.22	Zurich Municipal	Insurance premium	5288.98	0.00	5288.98	Bacs079	5288.98					
09.06.22	Africa Studios	Hedfest - Staging	9600.00	1920.00	11520.00	Bacs080	11520.00					
24.06.22	Advanced Alarm	New Key Tag	12.00	2.40	14.40	Bacs081				14.40		
09.06.22	Africa Studios	QE70 Beacon Lighting staging	890.00	178.00	1068.00	Bacs082	1068.00					
24.06.22	Sandhill	Plants and spray	38.49	7.70	46.19	Bacs083				46.19		
24.06.22	The Larks	QE Saturday concert - artist	100.00	0.00	100.00	Bacs084				100.00		
01.06.22	NALC	Climate Change Seminar (SG)	32.44	6.49	38.93	106754		38.93				
24.06.22	F G Adamson	Lamps	228.90	45.78	274.68	Bacs085				274.68		
24.06.22	John Morrell	Repair to leaf blower	200.00	0.00	200.00	Bacs086				200.00		
25.06.22	O2	Mobile Phone Charges	24.71	4.94	29.65	DD087	29.65					
1.06.22	Newitt & Co Ltd	QE70 Tug of War Rope	129.08	25.82	154.90	Bacs088	154.90					
05.06.22	J Macklin	Hedfest - Clickers for Stage area	13.98	0.00	13.98	Bacs089	13.98					
01.06.22	D Thompson	Mayor's Allowance - instalment	2825.00	0.00	2825.00	Bacs090	2825.00					
24.06.22	Sheppard Nurseries	Compost x 10	84.00	0.00	84.00	Bacs091				84.00		
24.06.22	Sheppard Nurseries	Hanging Baskets	1868.00	0.00	1868.00	Bacs092				1868.00		
24.06.22	Holderness Tyres	Puncture repair	40.00	8.00	48.00	Bacs093				48.00		
24.06.22	Holderness Tyres	Reseal and sealant	40.00	8.00	48.00	Bacs094				48.00		
24.06.22	Pitney Bowes	Franking Machine rental	60.75	12.15	72.90	DD095	72.90					
24.06.22	M. Macklin	Hedfest Security for Stage (3.6)	150.00	0.00	150.00	Bacs096	150.00					
24.06.22	Jeffery Atkin	Hedfest Security for Stage (2.6)	300.00	0.00	300.00	Bacs098				300.00		

24.06.22	A Whitehead	QE70 Supply and plant Oak Tree	750.00	0.00	750.00	Bacs099						
24.06.22	Marshalls	QE70 Marshal payments	1176.00	0.00	1176.00			1176.00				750.00
24.06.22	Lyreco	Stationery (April)	445.98	78.61	524.59	Bacs100						524.59
24.6.22	Lyreco	Office equipment and stationery	767.30	112.16	879.46	Bacs101						879.46
28.06.22	HSBC	Bank Charges	77.81		77.81	DD102		77.81				
01.06.22	Everflow	Water Bill	75.36		75.36	DD103		75.36				
17.06.22	National Coastwatch	Donation	100.00		100.00	106761			100.00			
17.06.22	Howard callaway	Donation (Steam Punk Group)	100.00		100.00	106762			100.00			
17.06.22	C J Harrison	Trike Man	50.00		50.00	Bacs105		50.00				
17.06.22	Micheal Lawson	Costumed Characters	100.00		100.00	Bacs106		100.00				
21.06.22	Salaries	Wages	10962.35		10962.35					10962.35		
21.06.22	HMRC	PAYE & NI	3593.69		3593.69					3593.69		
21.06.22	ERPF	Pensions	1468.30		1468.30					1468.30		
			52337.39	3822.79	56160.18			27054.87	913.93	16024.34		12167.04